

SECTION C – PERFORMANCE WORK STATEMENT

SECTION C-1, GENERAL INFORMATION

The Defense Logistics Agency is engaged in a quest to reduce operating costs while reliably providing equal or better service to our customers, and maintaining the ability to surge output as necessary to fulfill national security requirements. Specifically, for the distribution business area, in addition to meeting or exceeding our customers' response time expectations, DLA seeks to reduce inventory management costs by: improving inventory control, obtaining more effective space utilization, and reducing the infrastructure operated by DLA. Offerors are encouraged to propose business process improvements that will help DLA achieve these ends.

1.1 Scope of Work

The Performing Activity (PA) shall provide the materiel distribution services performed at the Defense Distribution Depot Warner Robins (DDWG) Georgia, as set forth in this Performance Work Statement (PWS). This includes all management, personnel and supervision in addition to materials, tools, equipment and transportation, and any other items and services not government-furnished as specified in Section C-3. The depot is located at Robins Air Force Base (RAFB), Georgia.

DDWG is responsible for the distribution of materiel located at the Warner Robins Air Logistics Center. Worldwide support is provided to customers in all the Armed Forces as well as foreign military services. The largest customers include depot-level maintenance activities and active and reserve tenant units located at Robins Air Force Base. DDWG provides distribution and delivery services in support of depot-level maintenance for the F-15, C-5, C-130, C-141 aircraft, Air Force Avionics Technological Repair Center and operational units.

This section provides general information that assists in understanding the requirements. Section C-2, provides definitions and acronyms used throughout this document. Sections C-3 and C-4 provide information on Government and contractor provided services, materiel and equipment. Section C-5 presents the Performance Based Requirements (PBR) of the PWS. Section C-6 identifies applicable Government supplements and amendments, rights, publications and forms, some mandatory and some advisory to be followed in all work performed. Mandatory reports are identified in Section 6 with their frequency for up-line reporting to DDC. Technical Exhibits follow Section 6. All Sections and Technical Exhibits should be read as a single, interrelated document.

Workload originates from customers by receipt of new procurements, field returns, redistribution orders and maintenance turn-ins; by issues for on-base and off-base

transshipments and orders for disposal of materiel. Air Force workload constitutes approximately 85-90 percent of the distribution function performed by DDWG. On-base issues to customers currently make up approximately 55-60 percent of issues.

1.2 General Operating Conditions

1.2.1 Government Information

In direct support of the Department of Defense and other Federal Agencies, the DDWG materiel distribution processes includes:

- Receiving
- Storage
- Issue
- Special Functions

The PA may be required to interface with other Materiel Distribution Activities and other PA's including, but not limited to:

- Defense Distribution Center
- Defense Supply Centers (Philadelphia PA, Columbus OH and Richmond VA)
- Service Inventory Control Points (ICPs)
- Defense Reutilization and Marketing Service (DRMS)
- Warner Robins Air Logistics Center
- Air Force Materiel Command
- 78th Air Base Wing

The primary delivery points are:

- Robins Air Force Base, Warner Robins, GA
- Warner Robins Air Logistics Center
- Air Force Materiel Command
- 116th Bomb Wing
- 19th Air Refueling Wing
- 5th Combat Communications Group
- 93rd Air Control Wing
- Defense Reutilization and Marketing Office
- 78th Air Base Wing
- Other DoD Military Services and Organizations

The on-site Depot Commander for DDWG will:

- Provide interface between the host and the PA
- Provide interface between the DDC and the PA

- Perform typical contracting officer's representative (COR)/contracting officer's technical representative (COTR) functions

1.2.1.1 Access to Installation/Normal Working Hours

The installation is accessible as follows:

Gates	Days	Hours
1 & 4	Monday-Friday	0530-1730
2	Sunday-Saturday	0000-2400
5	Monday-Friday	0530-2400
	S/S & Holiday	0700-2100
14	Monday-Saturday	0530-2400

Commercial Carriers may only enter through gate 4. All visitors must register at the Visitor Control Center at gate 2. The Visitor Control Center is open from 0600-2100 Monday through Friday and 0800-2100 weekends and holidays.

Normal days of operation for local customer support are Monday through Friday with Distribution Center core hours from 0700 to 1530. Some base customers work seven days a week, 24-hours a day.

The 78th ABW as host, is responsible for announcing delays or closures due to weather-related emergencies. These announcements can be heard or seen on local radio or television stations (i.e. WMAZ-TV or WGNM-TV).

1.2.1.2 Federal Holidays/On-Call Staffing

Federal Holidays observed with no operations include:

- New Year's Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Federal Holidays observed with minimal operations performed include:

- Martin Luther King Day
- Memorial Day
- Presidents Day
- Columbus Day
- Veterans Day

The PA shall be on call in order to meet mission requirements if the PA observes any or all holidays. The PA shall provide minimal staffing on-site, 24 hours a day, 7 days a week, for maintaining capability to immediately fill emergency requisitions or walk-through requests for Air Force customers.

1.2.1.3 Mandatory Training

The PA shall be responsible for obtaining the training and certifications listed below for the personnel performing the related requirements. The PA shall ensure its personnel have completed training prior to the end of the transition period and maintain during the performance of this contract the following training and certification requirements:

1.2.1.3a Training and Certification for Hazardous Materiel

Training and certification requirements for personnel handling, packaging, and certifying hazardous materials are as required by the Environmental protection Agency (40 CFR), Department of Transportation (49 CFR), Nuclear Regulatory Commission (10 CFR), Occupational Safety and Health Administration (29 CFR), Department of Defense (DLAI 4145.3/AFJMAN 24-204) and applicable state and local regulatory requirements.

1.2.1.3b Training and Certification to Operate/Maintain Equipment

Training and certification for employees required to operate/maintain motor vehicles, materiel handling equipment, cranes, or other equipment requiring licensing, certification, or specialized training are as required in OSHA 29 CFR 1910.178. Employees operating vehicles must maintain a valid state license for the vehicle operated, and must have the required operator classification on their state/local motor vehicle license. Certain types of mobile equipment are also required to be specifically licensed by the host, if operated on base.

1.2.1.4 Site Manager

At the start of the transition period, the PA shall provide in writing to the KO or designee the name and telephone number of the site manager and an alternate. The site manager and the alternate shall have full authority to act for the PA on all matters relating to daily performance. The site manager or alternate shall be available within one (1) hour during normal duty hours and within two (2) hours after normal duty hours to meet, in person, on the installation with Government personnel designated by the KO. If the site manager or alternate is replaced, the PA shall notify, in writing, the KO or designee with the name and telephone number of the replacement within five (5) working days.

1.3 Quality Assurance/Customer Satisfaction Plan (QA/CSP)

The PA shall provide a Quality Assurance/Customer Satisfaction Plan (QA/CSP) which addresses methods for meeting performance standards and complying with applicable regulations. The basic tenet of the plan is that the PA is responsible for assuring quality. The PA shall submit a QA/CSP as part of the Technical Proposal and shall continue to maintain the plan after contract award. The QA/CSP of the successful offeror, as proposed or negotiated, will be incorporated into and become part of, any contract awarded. As changes are made thereafter, a comprehensive written QA/CSP shall be submitted to the KO or designee for approval.

The PA's QA/CSP plan will reflect that the responsibility and leadership for creating an environment for effective quality starts at the highest levels of management. Management must convey leadership and commitment by its own actions in communicating goals, making process effectiveness and improvement a key management issue, and commitment of resources. Quality management includes a quality control program and an effective quality management process in conjunction with effective business and technical practices. The objective is to achieve such benefits as decreased performance time, reductions in nonconforming services, and continuous quality improvement. The QA/CSP shall include methods of deficiency identification and corrective actions and prevention of deficiencies; specific inspection techniques tailored for each major functional area and compliance with contract standards and requirements; and national quality awards and/or quality program certifications the offeror may have received.

The Plan should also include methods of direct and indirect communications with the Government regarding performance of the contract. The communications shall include regular and formal meetings with the Government. Informal communications shall also be addressed.

The KO or designee will monitor performance standards on a monthly basis except as otherwise noted in Section C-5. The PA shall be responsible for performing all contract requirements IAW all applicable laws and regulations to include complying with all updates and changes.

The QA/CSP shall include the following:

- An inspection system
- A customer feedback system
- A system for maintaining records
- A system for material accountability
- A system for identifying, correcting and preventing deficiencies
- A performance evaluation and monitoring mechanism for measuring compliance with the performance standards set forth in Section C-5

1.4 Safety

The PA shall maintain safety and health standards consistent with all applicable Federal, state and local, and OSHA safety regulations including those referenced in Section C-6.

1.5 Surge, Sustainment and Mobilization

The PA shall provide a Surge, Sustainment and Mobilization Plan, which addresses methods for meeting performance standards when there is a disruption in normal workload operations. The basic tenet of this Plan is that the PA is responsible for assuring Depot operations during adverse situations or disruptions of normal workload operations. These situations include but are not limited to:

- Strikes
- Natural and man-made disasters
- Adverse weather conditions
- Sudden increases in workload (short-term)
- Sudden increases in workload (long-term)
- Loss of essential depot operation function(s)

The PA shall submit the Surge, Sustainment and Mobilization Plan as part of the Technical Proposal and shall continue to maintain the Plan after contract award. The Surge, Sustainment and Mobilization Plan of the successful offeror, as proposed or negotiated, will be incorporated into and become part of, any contract awarded.

The following minimum aspects must be addressed in the Surge, Sustainment and Mobilization Plan for each adverse situation or disruption of normal workload operations identified by the PA:

- Identification of primary and alternate points of contact
- Identification of Control Center staff
- Initial response procedures
- Resource requirements
- How resources will be obtained
- Implementation of processes

1.6 Transition

In order to allow for a smooth and orderly transfer of responsibility for depot warehouse operations, there will be period of transition during which the Government will continue to perform the requirements of this performance work statement. This period will commence at the date of contract award and will continue for a period not to exceed 180 days. During this period the Government will provide PA office space and phone access as available and access to appropriate work spaces as necessitated by the approved transition plan.

The PA shall submit a Transition Plan as part of the Technical Proposal and shall continue to maintain the plan after contract award. The Transition Plan of the successful offeror, as proposed or negotiated, will be incorporated into and become part of, any contract awarded.

The Transition Plan shall set forth those actions, plans, procedures, and time-lines necessary to ensure a smooth transition from contract award to full operational status by the PA. The PA may propose a shorter length for the transition period however, any transition period adopted shall not exceed the 180 days from contract award date and shall allow the Government to comply with its administrative responsibilities to its existing workforce. The Transition Plan shall meet the following objectives:

- Smooth implementation of Right of First Refusal
- Completion of required training and certifications
- A workforce knowledgeable on the operation of mandatory government-furnished data systems
- Completion of joint inventories
- Familiarization with DDWG's workflow and scheduling (not with how DDWG performs its work, but with the actual workload requirements)
- Familiarization with applicable installation regulations
- At the end of the transition period, provide required services at specified APLs
- Smooth transformation (transparent to customers)

The Transition Plan shall address the above actions, plans, procedures, and time lines through the following key components:

Turbulence Reduction (Between the incumbent and PA workforce)

Personnel (Timing and hiring of key personnel, interviews, exercising right-of-first refusal, training and orientation plans, coordinate government workforce transition)

Equipment (Joint inventory, assumption of accountability, provisions for joint use property)

Facilities (Joint inventory, provisions for joint use facilities, relocation plans)

Stock Inventory (Inventory or survey, assessment of potential security risks, initiation of any new access or escort requirements)

Coordination (Between KO, Office of the Director, DDWG, and PA)

1.7 Security

The PA shall ensure the physical security of all Government property and equipment furnished for the performance of this contract as well as the accountable inventory in this

contract. The Government will not be responsible in any way for damage to the PA's supplies, materials, equipment, and property or to PA employees' personal belongings that are damaged or destroyed by fire, theft, accident, or other disaster.

1.7.1 Personnel Clearance

Prior to the end of the transition period, the PA shall ensure that National Agency Checks (NAC), which are authorized under Executive Orders 10450 and 10577, section 3301 and 3302 of title 5, U.S. Code; and parts 5, 731, 732, and 736 to Title 5, Code of Federal Regulations are completed. The background investigations and reinvestigations establish that applicants or incumbents either employed by the Government or working for the Government under contract are suitable for the job and/or eligible for a public trust or sensitive position. The procedure to request a NAC is to complete the Electronic Personnel Security Questionnaire (EPSQ), which is submitted electronically to the Defense Security Service. The EPSQ may be downloaded from the Defense Security Service Web Site at <http://www.dss.mil/epsq>. The Customer Manual is available at <http://www.dss.mil>. Additionally, the PA shall have personnel clearances as may be required by the National Industrial Security Program, DoD 5220.22-R, dated December 1985, prior to starting work on the contract. It is anticipated that the Site Manager position and any positions handling classified information and/or materiel will require the National Industrial Security Program clearance.

1.7.2 Identification Card/Badge

Every PA employee (including those of sub-contractors) shall obtain an Identification Card/Badge (ID Card) prior to starting work on this contract. Each PA employee, including those of sub-contractors, shall wear the ID Card conspicuously on his/her outer clothing at all times while working on the RAFB installation. Personnel are subject to challenge and removal from the work area or denied access to the installation if the ID Card is not being worn. It is the PA's responsibility to enforce this requirement. All government-provided ID cards/badges must be returned to the Government either at the completion of the contract or upon termination of employment.

1.7.3 Vehicle Registration

All PA and PA employee vehicles shall be registered. All RAFB-issued decals must be removed from the vehicles and returned to the Pass and ID Division either at completion of the contract, completion of employment or a change in the vehicle used for access to RAFB.

1.7.4 Installation Parking

The PA and its employees shall abide by RAFB parking regulations.

1.7.5 Key Control

The PA shall be responsible for keys provided to the PA by the Government. Keys shall not be duplicated or used by unauthorized PA personnel. The PA shall ensure that keys issued to the PA by the Government are safeguarded. The PA shall report any occurrence of duplicated or lost keys to the KO or designee within two (2) hours after discovery of occurrence and submit a written report to the KO or designee, providing complete details, by close of business the same workday. If lost keys are discovered at the end of the day, and it is not possible to submit a written report to the KO/designee by COB the same workday, the report is due within two (2) hours from the beginning of business on the next workday. The PA shall reimburse the Government for replacement of locks or re-keying required as a result of keys being duplicated or lost by the PA.

1.7.6 Materiel/Equipment Accountability

The PA shall ensure access control by locking or unlocking the areas or facilities for which the PA is responsible. The PA shall report all lost, damaged, or destroyed property IAW DLAD 4140.69 (accountable property and mission stock) to the KO or designee within one (1) business day upon discovery. When requested by the KO or designee, the PA shall prepare a Financial Liability Investigation of Property Loss (currently DD Form 200), or similar PA investigative report, providing data as described in Section C-6.1.5, Forms, to address lost, damaged or destroyed property. The report shall be completed within 10 days and submitted to the KO or designee.

1.7.7. Automated System Security

Prior to the end of the transition period, the PA shall request ADP clearances for their employees requiring access/passwords to the Government-furnished data systems. All positions involved in computer activities require at least a minimum ADP III category clearance. It is anticipated that a minimum of one PA employee will require an ADP II clearance. The ADP II clearance is for positions that involve a degree of access, other than data entry, to a Government-furnished system. The PA shall submit a DISA Form 41 to the Government for ADP clearance. An ADP clearance is contingent upon receiving a favorable NAC.

All PA personnel provided Government-furnished computer access shall observe local Automated Information Systems (AIS) security policies and procedures as provided by the Information System Security Officer (ISSO). Violations of local AIS security policy, such as password sharing, performing personal work, file access violations or browsing files outside the scope of the contract, will be evaluated on a case-by-case basis and may require disciplinary action. Disciplinary action may range from an oral admonishment to removal from the contract. The KO shall adjudicate each case and his/her decision shall be final. When the Government has requested removal of PA employees, the required removal shall not relieve the PA of the requirement to provide sufficient personnel to perform the

requirements of this contract. Individuals removed from this contract are removed for the duration of the contract.

The PA shall notify the KO or designee, within 24 hours, when for reasons of personnel resignations, reassignments, terminations, or completion of portions of the contract, named PA personnel no longer require access to Government computers.

The PA shall observe all copyright agreements and shall be held liable for any infringement of copyrighted software licensing agreements and shall compensate the appropriate vendor for each instance of copyright violation. In the interest of protecting Government systems from computer viruses, the PA shall not use public domain software nor shall PA personnel download software from public bulletin boards. The PA shall use only commercial off-the-shelf (COTS), PA-developed, or Government-furnished software in performance of this contractual effort. Should the introduction of a computer virus or malicious destruction of computer software, stored information, or hardware result from the use of public domain software or from software taken from a public bulletin board, the PA shall be required to repair the damage at no expense to the Government and without impact on delivery schedules.

The PA shall provide initial response to end-user support, including but not limited to: fielding end-user trouble calls; coordinating scheduled downtime; conducting user orientation briefings; serving as focal point for NAC/ADP clearance submissions and maintaining a file of clearances received; and, notifying the KO or designee of application software and mainframe computer-related problems.

1.7.8 Installation Security

PA employees or any representative of the PA entering DoD locations as part of performing contract requirements shall abide by all security regulations and may be subject to security checks. PA personnel and property shall be subject to search and seizure upon entering, while on and upon leaving the DoD locations pursuant to installation regulations.

In the event of a strike by PA personnel, the PA shall be responsible for the cost of any increased security as determined necessary by the installation commander.

In accordance with 18 USC 1382, the installation commander has the authority to bar individuals from the installation. The removal from the job site or dismissal from the premises shall not relieve the PA of the requirement to provide sufficient personnel to perform the services as required by this contract. PA personnel shall conduct themselves IAW acceptable business decorum at all times. The PA shall remove any individual from the site whose continued presence or employment is deemed by the KO or designee to be contrary to the public interest or inconsistent with the best interests of national security.

1.7.9 Safeguarding information

All inquiries, comments, or complaints arising from all matters observed, experienced, or learned as a result of, or in connection with the performance of this contract, the resolution of which may require the dissemination of official information, shall be directed to the KO or designee.

The PA shall create and maintain complete and accurate files of documentation, records, and reports required and specifically cited in this contract, IAW applicable documents and forms as referenced in Section C-6 of this contract. The PA shall not allow access to the files by any Government agency, non-Government agency, or individual unless specifically authorized by the KO or designee. The PA shall provide documents and files to the KO or designee within one (1) hour of receipt of the authorized request. All files are the property of the Government, and shall be turned over to the KO or designee at the completion or termination of this contract.

Performance under this contract may require the PA to access data and information proprietary to a government agency, another government PA, or of such nature that its dissemination or use other than as specified in this contract would be adverse to the interests of the Government or others. Neither the PA, nor PA personnel, shall divulge nor release data or information developed or obtained under performance of this contract, except to authorized Government personnel or upon written approval of the KO or designee. The PA shall not use, disclose, or reproduce proprietary data that bears a restrictive legend, other than as specified in this contract.

Disclosure of information regarding operations and services of the activity to persons not entitled to receive it, or failure to safeguard any classified information that may come into the PA's control in connection with work under this contract, may subject the PA, PA's agent, or employees to criminal liability under Title 18, Sections 793 and 798 of the United States Code (USC). Neither the PA nor the PA's employees shall disclose or cause to be disseminated, any information concerning the operations of the activity which could result in, or increase the likelihood of, the possibility of a breach of the activities' security or interrupt the continuity of its operation.

Inquiries received by the PA for work performed under this contract shall be referred to the KO or designee.

1.8 Environmental

The PA shall comply with all applicable host, local, state, and federal provisions, acts, laws, regulations, directives and license requirements pertaining to procuring, issuing, handling, storing, recycling and transporting of hazardous materiel, hazardous waste and radioactive materiel. The PA shall handle, store and/or otherwise manage its solid wastes, including hazardous wastes, in a manner consistent with the Host's Hazardous Waste Management Plan. All hazardous wastes generated by the PA will be processed through AF Building 359. Mission Stock downgraded to hazardous waste shall be processed through DRMO.

The PA, will comply with the recycling program established by the host in accordance with

Executive Order 13101, dated September 16, 1998.

The PA shall comply with the DDC Hazardous Materiel Management Program, including the host activity's pharmacy concept." This concept dictates that hazardous materiel will not be procured until authorized by the WRALC/EMPH Hazardous Materiel Cell. The tracking and reporting (i.e., releases, on-hand levels, etc.) of hazardous materiel will be accomplished while utilizing the system specified by the Government. The PA shall comply with the National Pollutant Discharge Elimination System (NPDES) requirements for open area storage.

The Hazardous Materiel Storage facility, building 340, operated by the PA, has five (5) underground containment tanks located outside the building. These tanks are designed and located to support secondary containment for designated areas inside of building 340. A manual log is required for measurement of liquids in these tanks. Any emergency spill or overflow into this underground storage system will be emptied expeditiously, according to 40 CFR 280.110(b)(6). The PA shall notify the Government when these tanks need to be emptied. Expenses related to emptying the tanks shall be borne by the Government, except when a PA hazardous spill is the cause to empty the tanks. (See C-3.3.7)

Receiving, storage, issue, and packaging functions identified in Section C-5 of this PWS include handling and processing of radioactive materiel. The handling and storage of this materiel requires a Nuclear Regulatory Commission (NRC) License. DLA/DDC currently maintains the license USNRC Materiel License 37-30062-1. The DDC is the holder of the NRC license and the Radiation Protection Officer (RPO) will be an employee of the DDC. The PA will work under the purview of the DDC license. The PA shall at all times comply with the laws, rules, regulations and license requirements concerning the handling and storage of radioactive materiel. The PA shall be responsible for monitoring exposure levels and paying all fees associated with required radiation physical examination for PA personnel performing workload associated with the radioactive mission. The PA will maintain a current inventory of all radioactive materiel and shall provide this inventory to the RPO on request.

If found in non-compliance with the requirements of the NRC license, the RPO has the authority to suspend the PA's authorization to operate under the NRC license issued to DDC. Should this occur, the PA will be considered to be in default. In addition, the PA shall be responsible for any fines, penalties, cost associated with continued operations, or other damages attributable to the PA's non-compliance. The PA shall be responsible for paying all fees associated with required maintenance of the program to include, but not limited to, instrument maintenance, repair and calibration costs, such as wipes, decontamination materiel, etc.

SECTION C-2, DEFINITIONS

2.1 General Definitions

The following list provides definitions for terms throughout this document or commonly used in the distribution process:

Accountable Property Government-furnished property subject to FAR Part 45 and its rules of accountability.

Ad Hoc For inventory adjustment: a term used to denote flagged discrepancies on a NIIN and/or location in DSS requiring inventory or inspection action; and for Transportation, a term used to denote process changes, inquiries, discrepancies, etc, to a specific document number (Doc #), Transportation Control Number (TCN), Carton Control Number (CCN) or Pick Control Number (PCN).

ADP Clearance Categories

- **I:** Those positions in which the incumbent is responsible for the planning, direction, and implementation of a security program; has major responsibility for the direction, planning, and design of a computer system, including hardware and software; or can access a system during the operation or maintenance in such a manner that would cause grave damage to the system or realize significant personal gain.
- **II:** Those positions in which the incumbent is responsible for the direction, planning, design, operation, or maintenance of a computer system, and whose work is technically reviewed by a higher authority of the ADP I category to insure integrity of the system.
- **III:** All other positions involved in computer activities not covered in ADP I and ADP II positions.

Air Challenge Program A service activity which controls the movement of cargo into the airlift system under the provision of DoD 4500.32-R MILSTAMP.

Book to Book Daily and monthly comparisons of DSS locator and accountable balances, which result in automatic adjustment of owner's balance to match the depot balance. Comparisons generate mismatches, which require inventory action.

Causative Research An in-depth investigation of selected adjustments to determine why they occurred. Consists of a complete review of all transactions (to include supporting source documentation, catalog change actions, shipment discrepancy files, and unposted, rejected or violated transactions) since the last completed inventory where causative research was conducted, or within the last year, whichever is sooner.

Classified Items Materiel which requires protection in the interest of national security.

Comingled Materiel results in locations where two or more NSNs and/or condition codes

and/or owners are found in the same container or location.

Condition Code Position alpha code used to classify materiel as new, used, repaired or reconditioned as identified on DoD 4000.25-2-M, Appendix B6, Federal condition codes.

Contracting Officer (KO) The legal agent of the government who binds the government to the contract.

Contracting Officer's Representative (COR)/Contracting Officer's Technical Representative (COTR) An individual designated and authorized in writing by the Contracting Officer to perform specific technical or administrative functions.

Defense Reutilization and Marketing Office (DRMO) The activity that receives unserviceable, non-repairable, and excess material for the purpose of redistribution, resale or disposal.

Demurrage An assessment against the shipper or the consignee for the detention of common carrier conveyance beyond the period of free time allowed for loading or unloading.

Denial A notification from a Distribution Activity (Depot) advising the originator (ICP) of a Materiel Release Order or a Referral Order of failure to ship all or part of the quantity ordered due to lack of stock, lack of proper shelf-life, condition change, item identification, etc.

Department of Defense Activity Address Code (DoDAAC) A distinct six-position alphanumeric code assigned to identify specific units, activities or organizations as found in the DoD Activity Address Dictionary.

Department of Defense Activity Address Dictionary (DoDAAD) Publication that lists all DoD activities and their six-position alphanumeric codes called DoDAACs.

Designee The individual(s) designated and authorized in writing by the Contracting Officer to perform specific technical or administrative functions.

Detention A charge made on a carrier conveyance held beyond the allowable free time for loading or unloading, for forwarding directions or for any other purpose authorized and documented. Charges for detention are in addition to other lawful transportation charges. Detention charges are typically associated with motor carriage.

Disposal The process of redistributing, transferring, donating, selling, abandoning, recycling or destroying disposable Government property, which is no longer of use in the Government system in its present form.

Facilities Property used for production, storage, maintenance, development, or testing. It

includes plant equipment and real property. It does not include materiel, special test equipment, special tooling, or agency-peculiar property.

Inspection Examination of supplies and services (including, where appropriate, raw materials, components and intermediate assemblies) to determine whether the supplies and services conform to contract requirements.

Inventory A physical count performed to determine the on-hand quantity of an item or group of items.

Inventory Control Point (ICP) The organization element within a distribution system assigned the responsibility for systems-wide direction and control of materiel. It serves as a stock control point for assigned supply classes.

Inventory/Item Manager (IM) An individual located at an ICP responsible for managing a wide variety of commodity items in support of the military services, federal and civilian agencies and friendly foreign governments.

Inventory Record Accuracy Rate The percentage of accurate owner balance records which match the physical assets in storage in regard to item quantity and condition code. A random statistical sample inventory is conducted to measure segments of as well as the overall population. The sample selection and results use hierarchical stratification techniques and item characteristics.

Item Data Changes DSS generates an Item Data Change Notice used to identify an update to the Item Data Record. This change may include the physical update of materiel identification and unit of issue.

Materiel Property that may be incorporated into or attached to a deliverable end item or that may be consumed or expended in performing a contract. It includes assemblies, components, parts, raw and processed materials, and small tools and supplies that may be consumed in normal use in performing a contract. Also see Mission Stock.

Military Standard Transportation and Movement Procedures (MILSTAMP) DoD Regulation that defines procedures for the transportation and movement of materiel throughout the Defense Transportation System.

Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP) DoD Manual that defines procedures for the flow of inventory, accounting information pertaining to receipt, issue, inventory, adjustment and other related inventory management actions such as catalog changes.

Military Standard Requisitioning Issue Procedure (MILSTRIP) DoD Manual that defines procedures for the requisition, status, issue, receipt, return and redistribution processes. It provides for the interchange of information related to these processes between

supported activities and the distribution systems of the DoD military services and other agencies.

Mission Stock Stocks owned by the DoD or other Government entities which are stored at distribution depots, held for sale or issue in wholesale and retail inventory accounts. All items are maintained to identify the quantity of an item on hand, unit price, location, physical condition, receipt, issue, authorized stock number, item description, and other such information to properly account for materiel used to support military activities.

Mobilization The art of preparing for war or other emergencies through assembling and organizing natural resources, and the process by which the Armed Forces, or part of them, are brought to a state of readiness for war or other national emergencies. This includes activating all or part of the Reserve components as well as assembling and organizing personnel, supplies and material.

New Procurement Materiel received at the depot from a vendor or contractor for assignment, storage and issue to customers.

Non-Accountable Receipts Materiel usually received without an assigned NSN such as first articles, selected retail equipment, publications and technical orders, precision measurement equipment, FX 2065 (Electronic Warfare, Global Positioning and Drones), Senior Year (U-2 support item).

Offloading Operations Operations necessary to unloading of supplies from carriers including removing blocking, bracing, and other materiel and performing preliminary inspections for obvious evidence of shortage or damages prior to actual offload.

Outloading The process of placing materiel on or within the transportation vehicle and stabilizing the materiel for shipment.

Outsized Items Term used to qualify large bulk and/or heavy weighted items that do not fit into a carrier's trailer (van) and may require a crane or special conveyance to handle them.

Pilferable Materiel Materiel that is identified as valuable, easily converted to personal use, vulnerable to theft, having a ready sale potential in illicit markets, or high personal use or attraction.

Planograph A drawing of a warehouse/storage area, which incorporates a layout used for storage operations and supporting functions and a floor plan showing columns, stair wells, elevator shafts, offices, washrooms, doors, and other structural features.

Plant Equipment Government-furnished property of a capital nature (including equipment, machine tools, test equipment, furniture, vehicles and accessory and auxiliary items) for use in manufacturing supplies, in performing services, or for any administrative or general plant purpose. It does not include special tooling or special test equipment.

Property All property, both real and personal. It includes facilities, materiel, special tooling, special test equipment and agency-peculiar property.

Quality Assurance (QA) The functions and associated actions performed by the Government to ensure that award requirements are performed in accordance with specified standards, and that an appropriate level of PA quality control activities are in place and operational.

Quality Control (QC) Those internal management functions that include, but are not limited to, training, documented procedures, inspections, and tests (taken at the point of performance) necessary to ensure that PA products and services conform to PWS requirements, specifications and standards.

Real Property Land and rights in land, ground improvements, utility distribution systems and buildings and other structures. It does not include foundations and other work necessary for installing special tooling, special test equipment or plant equipment.

Receipt Processing Time The tailgate date is considered Day Zero. Material stowed on the tailgate date is counted as a zero-day processing time.

Redistribution Release Order (RDO) Issue request to direct materiel from one government storage activity to another storage activity that may or not be a government activity.

Sensitive Items Material which requires a high degree of protection and control due to statutory requirements or regulations such as narcotics; precious metals; items which are of high value, highly technical , or of a hazardous nature; and small arms, ammunition, explosives, and demolition

Shelf-Life A length of time during which an item of supply, subject to deterioration, is considered serviceable while stored. Some items are extendable and others have a limited life which cannot be renewed.

Site Manager A competent foreman, superintendent, or manager satisfactory to the Contracting Officer who shall be assigned to the work site at all times with authority to act for the PA.

Space Utilization Measurement that indicates the total usable storage space occupied in DLA warehouses/storage facilities and open storage areas for all depots.

Storage Aids Storage devices intended to assist in safe and proper storage of materiel. Examples are Bins, Racks, Stacking Frames (Nestainers) and Pallets.

Storage Space Management Reporting Includes the overall management and

accountability of the storage space inventory.

Suspended Assets Assets that have been placed in a suspended condition code status by ICPs, Item Managers or local customers or the PA.

Surge The accelerated production, maintenance, and repair of selected items, and the expansion of logistic support services to meet contingencies short of a declared national emergency utilizing existing facilities and equipment. Only existing peacetime program priorities will be available to obtain materials, components, and other industrial resources necessary to support accelerated program requirements; however, increased emphasis may be placed on use of these existing authorities and priorities.

Tailgate The Julian date that an item is received.

Transportation Control Number (TCN) The TCN is a 17 character data element assigned to control and manage every shipment unit throughout the transportation pipeline. The TCN for each shipment is unique and not duplicated. For shipments other than SEAVANs and personal property, the 17 digit TCN is essentially a four part number composed of a DoDAAC, Julian date, serial number and suffix.

Traffic Management Includes the overall administration and routing of inbound carriers for the receipt of materiel from manufactures, customers (including Foreign Military Sales (FMS)), local sources and other depots; receiving for non-accountable materiel, receiving directly into a storage facility or to customers and diversion and reconsignment of shipments. The PA shall be responsible for all detention and demurrage charges incurred as a result of untimely offloading.

Transshipment Materiel received at a depot for delivery to a final storage site or customer.

Type Physical Inventory Code (TPIC) 'P' Inventories that represent a sampling of the entire site population. The results of the sample inventory are used to determine the overall inventory accuracy.

Warehouse Denial Transaction where an accountable record indicates materiel is on-hand but stock has been exhausted or is in a condition other than recorded, lacks the required shelf life, is not available in type pack specified or is found to be misidentified.

Warehouse Fill Rate The percentage of warehouse denials to MROs. This percentage is calculated by dividing the number of total and partial quantity warehouse denials (Management Codes 1 through 5) by the total number of MROs shipped plus total quantity of warehouse denials times 100, then minus from 100 percent.

Acronyms And Abbreviations

Acronyms and abbreviations as used throughout this PWS are listed for your information and use:

ADPE	Automated Data Processing Equipment
AH	Adjustment History
AFMC	Air Force Materiel Command
AFNET	Air Force Network
ALC	Air Logistics Center
BEP	Basic Emergency Plan
BPA	Blanket Purchase Agreement
CCI	Controlled Cryptographic Items
CNG	Compressed Natural Gas
CDCS	Customer Depot Complaint System
COB	Close of Business (Day)
COSIS	Care of Supplies in Storage
COR	Contracting Officer Representative
CONUS	Continental United States
CRIM	Carrier Routing Information Management
DAAS	Defense Automatic Addressing System
DD250	Materiel Inspection and Receiving Report
DD1348-1a	Issue Release/Receipt Document
DD1149	Requisition and Invoice/Shipping Document
DD1155	Order for Supplies or Services
DD2477	Shelf Life Extension Form
DDC	Defense Distribution Center
DCMC	Defense Contract Management Command
DEMIL	Demilitarization
DLA	Defense Logistics Agency
DLSC	Defense Logistics Support Command
DODAAC	DoD Activity Address Code
DODAAD	DoD Activity Address Directory
DOD AAF	DoD Activity Address File
DOR	Due Out Release
DVD	Direct Vendor Delivery
DR	Discrepancy Report
DRMO	Defense Reutilization & Marketing Office
DRMS	Defense Reutilization & Marketing Service
DRO	Disposal Release Order
DSS	Distribution Standard System
DTID	Disposal Turn In Document
DTR	Defense Transportation Regulation
EDI	Electronic Data Interchange
EPA	Environmental Protection Agency

ESD	Electro Static Discharge
F.O.B	Freight On Board
GBLOC	Government Bill of Lading Office Code
GFE	Government-furnished Equipment
GFM	Government-furnished Materiel
GSA	General Services Administration
HAZMAT	Hazardous Materiel
ICP	Inventory Control Point
IM	Item Manager
JMACP	Joint Military Astray Cargo Program
KO	Contracting Officer
LAN	Local Area Network
LISF	Large Item Storage Facility
LPG	Liquid Petroleum Gas (Propane)
MICAP	Mission Capable
MILSPEC	Military Specification
MILSTAMP	Military Standard Transportation & Movement Procedures
MIL-STD	Military Standard
MILSTRAP	Military Standard Transaction Reporting & Accounting Procedures
MILSTEP	Military Supply and Transportation Evaluation Procedures
MILSTRIP	Military Standard Requisitioning and Issue Procedures
MRO	Materiel Release Order
MHE	Materiel Handling Equipment
MMHS	Mechanized Materiel Handling System
MSDS	Materiel Safety Data Sheet
MSL	Military Shipment Label
NIIN	National Item Identification Number
NRC	Nuclear Regulatory Commission
OCONUS	Outside Continental United States
PQDR	Product Quality Deficiency Report (SF 368)
RCP	Recycling Control Point
RPO	Radiation Protection Officer
SAMMS	Standard Automated Materiel Management System
SL	Shelf Life
SLEP	Shelf Life Extension Program
SDR	Supply Discrepancy Report (formerly ROD) (SF 364)
SBSS	Standard Base Supply System
SRV	Storage and Retrieval Vehicle
TCN	Transportation Control Number
TDR	Transportation Discrepancy Report (SF 361)
VLO	Vehicle Load Order

2.3 DOD DICTIONARY

The DoD Dictionary of definitions and terms is available on the internet at the e-mail address <http://131.84.1.34/doctrine/jel>.

SECTION C-3, GOVERNMENT-FURNISHED PROPERTY AND SERVICES

3.1 General Information

The Government will furnish or make available to the PA certain Government property and services for use in connection with this contract. Property or services supplied by the Government may be used only for performance of work under this contract or as authorized by the KO.

3.2 Government Property

References to government property throughout Section C-3, FAR Part 45 and FAR Part 52.245 do not pertain to mission stock. Government-Furnished Property (GFP) listed as mandatory will be furnished by the Government and must be utilized by the PA in the performance of work under this contract. Government property listed as optional will be made available by the Government in an "as is" condition (See FAR 52.245-19) for inspection and may be accepted at the PA's discretion and convenience for use in the performance of work under this contract. Failure or breakdown of optional GFP shall not excuse PA performance and shall not serve as the basis for any equitable adjustment. Both mandatory and optional government property will be provided at no cost to the PA, and will be subject to the conditions contained in FAR 52.245-11, Facilities.

<u>GOVERNMENT PROPERTY</u>	<u>USE</u>
Real Property (3.2.1)	Mandatory
Plant Equipment (3.2.2)	Optional
Materiel (3.2.3)	Optional
Transactional Systems (3.2.4.1)*	Mandatory
Reference Inquiry Systems (3.2.4.2)*	Optional

*Providing system access only.

3.2.1 Government-Furnished Real Property

Real property being furnished for use in the performance of this contract is set forth in Technical Exhibit 2.1. At the beginning and at the end of the contract, the PA and the Government shall perform a joint inventory in order to establish the condition of this property. The PA shall notify the KO or its designee when property is no longer needed in the performance of this contract. In addition, the PA may not unilaterally terminate its authority to use the government-furnished real property under FAR 52.245-11(k).

The Government is responsible for performing the maintenance, repair and replacement of Government-furnished real property. The PA is not responsible for maintenance as required under FAR 52.245-11(g). The PA shall request through the KO or designee the

performance of any repair, maintenance, and/or replacement of Government-furnished real property.

In accordance with FAR 52.245-11(g), the PA shall be responsible for performing the maintenance on existing storage racks, shelves and bins located within the Government-furnished real property set forth in Technical Exhibit 2.1.

3.2.2 Government-Furnished Plant Equipment

Government-furnished plant equipment will be provided to the PA in an "as is" condition under FAR 52.245-19, and will be made available to the PA for inspection prior to the submission of offers during the site visit provided under FAR 52.237-1. At the pre-proposal site visit, the offeror may conduct visual inspections of the government-furnished plant equipment and may request the Government power up and/or engage any mechanical mechanisms in order to assess its operational condition. This plant equipment is offered in its current condition. The PA is responsible for determining whether government-furnished plant equipment is suitable for their use, and if accepted by the PA, it shall bear the cost of transporting, installing, modifying, repairing, or otherwise making this plant equipment suitable for its use. Any government-furnished plant equipment not accepted by the PA, will be retained and disposed of by the Government. Within 30 days after the contract start date, the PA shall schedule and conduct joint inventories with the KO or designee to identify the accepted plant equipment and its condition at acceptance. Upon the end of the transition period, the government-furnished plant equipment accepted by the PA will be delivered to the PA for use in performance of this contract.

The government-furnished plant equipment that will be made available to the PA is set forth in Technical Exhibits 2.2A through 2.2D. The PA's acceptance and use of government-furnished plant equipment does not relieve the PA of the responsibility for providing all equipment necessary to perform the requirements of this contract, unless otherwise noted (See Section C-4.1). In accordance with FAR 52.245-11(g), the PA is responsible for the maintenance of Government-furnished plant equipment.

Prior to making modifications to any government-furnished plant equipment the PA must submit, in writing, the proposed changes and receive written approval for the modification from the KO or designee. The PA shall not cannibalize government-furnished plant equipment in order to repair or maintain other equipment unless authorized in writing by the KO or its designee. When the PA terminates its authority to use government-furnished plant equipment in accordance with FAR 52.245-11(k), the PA will use form DLA 1311 when notifying the KO or its designee.

PA personnel shall ensure the safe operation of government-furnished plant equipment and PA-furnished equipment. Refer to Subsection 3.3.11 for fuels provision. When applicable, a copy of the report on property damage or motor vehicle mishap shall be submitted to the KO or designee. This report must be provided to the KO or designee within one (1) working day of the mishap, and it may be reported on either a PA's Report Form or

Standard Form (SF) 91A for motor vehicles. The estimated cost of property or vehicle damages shall be included.

The PA shall ensure that the Equipment Maintenance Accounting and Control System (EMACS) is kept current for MMHS and MHE accepted by the PA. (See Section C3.2.4.1).

At the end of the contract, the PA and the Government shall perform a joint inventory in order to establish the condition of GFPE remaining in the possession of the PA.

3.2.2.1 Mechanized Materiel Handling Systems (MMHS)

Government furnished MMHS is set forth in Technical Exhibit 2.2B. The condition of the MMHS as listed in the Technical Exhibit is for information purposes only and may not be relied on by the PA for determining which MMHS is suitable for their use. The PA is responsible for maintaining all MMHS in accordance with manufacturer's recommendations/specifications and in compliance with equipment warranties. This includes SRV battery repair and replacement, as necessary for this equipment. MMHS not accepted by the PA will remain in-place. If the KO authorizes the removal of the government furnished MMHS, it may be removed by the PA at the PA's expense. The replacement of government furnished MMHS not covered under FAR 52.245-11(g) will be the responsibility of the Government, and if authorized by the KO the PA will be reimbursed for the costs associated with the purchase and installation of the replacement MMHS.

3.2.2.2 Materiel Handling Equipment (MHE)

Government-furnished MHE is set forth in Technical Exhibit 2.2B. The condition of the MHE as listed in Technical Exhibit is for information purposes only and may not be relied on by the PA for determining which MHE is suitable for their use. The PA is responsible for maintaining all MHE in accordance with manufacturer's recommendations/ specifications and in compliance with equipment warranties. The PA will be responsible for providing maintenance and repair for this equipment. The PA will be responsible for daily operator maintenance. (Technical Exhibit 2.2G lists Government-furnished Property Under Warranty)

3.2.2.3 Other Equipment

Government-furnished computers and peripheral equipment are set forth in Technical Exhibit 2.2A. In addition to the maintenance requirements of FAR 52.245-11(g), the PA shall be responsible for actions in accordance with manufacturer warranties, initial troubleshooting ADPE software reported problems, exterior cleaning of workstations and printers, replacement of printer consumable components (i.e., drive roller or cutter blades, etc.), and the installation/relocation of ADPE. The Government is responsible for the installation of software associated with the upgrade of any mandatory data system, and

when the upgrade of any mandatory data system renders the ADPE obsolete. The PA shall not alter any software without the approval of the KO or designee.

Government-furnished office and warehouse equipment (tools and other equipment such as scooters/carts) are set forth in Technical Exhibits 2.2C and 2.2D.

Trailers and trays are available for hauling materiel. These are shared items with the Air Force and are its available equipment.

3.2.3 Government-Furnished Materiels (GFM)

The type of GFM that will be made available to the PA is described in Technical Exhibits 2.2E and 2.2F. For the convenience of the PA, the Government will provide the GFM on hand at the contract start date. The PA is responsible for determining if the GFM is suitable for their use. The PA's acceptance and use of this GFM, however, does not relieve the PA of the responsibility for providing all material necessary to perform the requirements of this contract (See Section C-4.1).

3.2.4 Government-Furnished Data Systems

The Government will furnish two types of data systems for use in the performance of this contract: transactional and reference inquiry. The Government is responsible for upgrade and maintenance of these systems. User manuals on the operations and functions of Government-furnished data systems are available in the Technical Library.

During the site visit provided under FAR 52.237-1, the Government will simultaneously provide a DSS hands-on demonstration. Offerors are responsible for bringing sufficient personnel not to exceed a total number of two (2), to participate in the DSS demonstration. In no event shall failure to participate in the DSS demonstration constitute grounds for a claim after contract award.

3.2.4.1 Transactional Systems

The PA shall use the following mandatory transactional systems in the performance of this contract:

3.2.4.1.1 Distribution Standard System (DSS)

The Government will furnish the current Distribution Standard System (DSS) for the performance of the requirements of this contract. DSS is an automated information system that supports and is an integral part of DLA depot functions. DSS is utilized in and/or generates workload in the following areas: Standards and Procedures, Receiving, MRO Processing, Workload Planning and Control, Address, Set Assembly, Hazardous, Pick Ticket and IRRD, Warehousing, Shipping, Transportation, CCP Receiving, PPP&M Users Manual, MADS Interface, Quality Assurance, Violations, Small Parcel and Small Arms.

This list is not all-inclusive. Refer to DSS Manual, DLAM 4745.40.

The PA may propose changes to the DSS which, if approved, may be made by the Government.

Due to the integral nature of DSS to depot operations it is expected that periodic unscheduled downtime and slow response time will cause work disruption in performing the requirements of this contract. DSS experiences an average of six (6) percent unscheduled downtime. The PA shall take prudent steps to minimize any lost productivity; however, the PA shall notify the KO or designee immediately when unscheduled downtime of DSS has a negative impact on the PA's ability to perform in accordance with the requirements of the contract.

DSS will also undergo periodic scheduled downtime for maintenance. Accordingly, the PA shall notify the KO or designee when scheduling work outside of normal work hours. Due to nightly batch processing of DSS, the PA will be unable to access DSS from eleven o'clock to one o'clock a.m. (2300-0100), Monday-Saturday, Eastern Standard Time, at which time the system downloads the workload for the day, and from six-thirty p.m. on Saturday through one a.m. Monday (1730 Saturday through 0100 Monday morning). This does not prevent the PA from filling emergency requisitions and correcting record balances when DSS operations resume.

3.2.4.1.2 Equipment Management and Control System (EMACS)

The Government will furnish the current EMACS for the performance of this contract. EMACS is used for preventative maintenance planning and tracking unscheduled maintenance, and availability and utilization measurement. The equipment managed includes automotive, mobile Material Handling Equipment (MHE), and installed Mechanized Material Handling Systems (MMHS).

3.2.4.1.3 CA-Dispatch

CA-Dispatch is a report utility program -that generates DSS reports from batch cycle processing. These reports are required to perform work and manage workload. The CA-Dispatch facility provides on-line-view of all DSS batch cycle reports as well as automatic print capability of reports that are defined to one or multiple printers. Individual reports, or portions thereof, may be printed to any printer which has been defined to CA-Dispatch, as well as allowing reprint capability of any report for a period of 30 days maximum. CA-Dispatch can be accessed by anyone whose User ID has been defined to it.

3.2.4.1.4 Hazardous Materiel Management System (HMMS)

The HMMS is a system used to track and manage the use of hazardous materiel at military Depot organizations throughout DoD. The system supports Hazardous Materiel Pharmacy concepts directed at regulating and minimizing the use of hazardous materiel at DoD

installations.

3.2.4.1.5 Integrated Booking System (IBS)

The Government will furnish input capability to the Integrated Booking System (IBS). IBS directly supports the traffic management mission of ensuring efficient and economical service during the movement of cargo by commercial ocean carriers or Military Sealift Command (MSC) controlled shipping in peace and war. The primary objective of IBS is to provide a single, worldwide booking system designed to support peacetime and wartime movement of unit and non-unit cargo.

3.2.4.1.6 Standard Base Supply System (SBSS)

The Government will furnish the current Standard Base Supply System (SBSS) for the performance of the requirements of this contract. SBSS is the operating system that supports the Air Force's retail base supply assets and is used by DDWG to perform distribution functions for AF retail customers. Scheduled downtime is approximately 1% per year, plus an 8 day period at the end of the calendar year for maintenance and reconciliation.

3.2.4.1.7 Information Management System (INFO/MAN)

INFO/MAN is used to document and monitor DSS system program problems as well as requests for assistance/information that are system data related. All System Change Requests (SCRs) for DSS are also entered and maintained on INFO/MAN. Information pertaining to program corrections/changes being moved into the production DSS can be retrieved from INFO/MAN. The PA will have Read Only"access. The PA shall notify the KO of designee of system problems that are not covered by PA initial response. The Office of the Director, DDWG will input problems into INFO/MAN.

3.2.4.1.8 Discrepancy Reporting Tracking System (DRTS) (G021)

The Government will furnish the current DRTS system for performance requirements of this contract. This system tracks discrepant identified items awaiting disposition instructions.

3.2.4.1.9 Management Information System (MIS)

MIS receives transactional data records from DSS and other depot operating systems and converts these records into usable workload and performance data. It also uses tables with MIS to establish type receipt/issue and to provide Work Center counts to DBMS. It gathers counts in support of discrete pricing and unit cost. Special features are:

- On-line access to yesterday's workload and performance data
- Status reviews
- Edits with capability to correct MIS errors

- Audit capability (DDC and DSDC authorized)
- Manual count input
- Historical data for two years available on-line

The PA shall be responsible for complying with the DSS-MIS Procedures Guidance, which includes:

- Monitoring MIS data transmissions
- Reviewing error count
- Correcting MIS errors
- Viewing Work Center information
- Viewing Automated Work Counts (AWC)

3.2.4.2 Reference Inquiry Systems

The following systems are available for use by the PA in the performance of Depot operations but are not mandatory.

3.2.4.2.1 Federal Logistics Information System (FLIS)

FLIS is a logistics database providing information for the military services, civilian agencies, contractors, NATO countries, and other friendly governments. FLIS contains information about manufactures, item characteristics, item logistics, management, transportation, packaging, and use for specific items.

3.2.4.2.2 Standard Automated Materiel Management System (SAMMS)

SAMMS is an integrated logistics system that provides automated support to the Defense Logistics Agency for the DoD consumable business. SAMMS supports the Defense Supply Centers (DSCs) in the wholesale management of consumable items, providing direct support for processing requisitions, forecasting requirements, maintaining levels, generating purchase requests, maintaining technical data, controlling stock fund authority, item identification, providing asset visibility, and maintaining an auditable system.

3.2.4.2.3 Hazardous Materiel Information System (HMIS)

HMIS provides an electronic repository for Material Safety Data Sheet (MSDS) and logistical data for all hazardous material procured and used by DoD and Federal workers.

3.2.4.2.4 CONUS Freight Management System (CFM)

CFM receives electronically formatted standard tenders containing freight rates from commercial carriers. Defense shipping activities access CFM's rate file to assist in mode selection and determining the cost of a shipment prior to a move.

3.2.4.2.5 Mechanized Specification System (MSS)

MSS is the repository for DSS Documentation (User Manuals). An inquiry allows the user to look up codes, screens and processes. In some cases it also includes print capability which allows users to print out user manuals and documentation changes. It is anticipated that the information contained in MSS will be available via the WEB by the end of calendar year 1999.

3.2.4.2.6 Shelf-Life Extension Program (SLEP)

The SLEP consists of two databases, the Materiel Quality Control Storage Standards (MQCSSs) and the Quality Status Listing (QSL). The MQCSSs provided information on how to test and inspect Type II (extendibility) shelf life materiel. The QSL contains the results of tests performed by DoD and GSA physical-science laboratories to determine if Type II materiel can continue to be used.

3.2.4.2.7 Other Air Force Systems

There are several Information Systems which will be used in support of the Depot's distribution mission. These systems will be made available by the Government for PA use either through direct access for data input and retrieval or to interface with for the research and use of automated information.

As stated in paragraph C-3.2.4, the DLA Distribution Standard System (DSS) is the primary mandatory information system for providing distribution support at the Depot. A secondary primary information system, the Standard Base Supply System (SBSS) is used in support of distribution of materiel for the Air Force's retail assets. Technical Exhibit 4 provides a tree diagram to aid in the understanding of what data capture and retrieval is performed in DSS and SBSS.

Other information systems that the PA will be required to use and/or interface with in support of the Air Force customer are:

- SC&D -Stock Control and Distribution (D035). An automated system supporting AF functions that facilitates the ordering and management of AF materiel.
- Quality Assurance Reporting and Evaluation System (G091). An AF program that tracks incoming SDRs.
- Master Item Identification Control System (MIICS) D043A). A program that contains AF NSNs for supply items.

- Base Contracting Automated System (BCAS). A program used to track new procurement contracts.

NOTE: An Air Force Integrated Logistics System (ILS) information system is scheduled to replace SBSS and other AF systems within two years. ILS plans are to interface with DSS.

There are other systems available for PA use. They are:

DDWG Owned and Maintained

- KITS Record Log Database (dbase file) is a program that tracks AF Form 332s indicating a list of components on hand and their due-in status.
- Warehouse Inventory Control System (WIC) is a program that tracks AF Special Program FX account items by NSN, location, condition code and unit of issue.

Other Government/Commercial Systems

- Commercial Shippers System is a tracking system owned by commercial carrier, which can be used by the PA to ship. It is capable of tracking materiel in transit. (For example, Federal Express, RPS, UPS).

3.3 Government-Furnished Services

3.3.1 Utilities

The Government will furnish heat, water, sewage and electric current at existing outlets as may be required for the work to be performed under the award at no cost to the PA. The PA shall ensure all employees operate in a manner to preclude waste of utilities.

3.3.2 Telephone Service

The Government will provide telephone service currently located in government-furnished facilities for PA use at no cost to the PA. Telephones are authorized for transaction of official business of the DDWG. PA personnel shall not relocate government-furnished telephone equipment or in any way tamper with the telephone distribution system. The PA shall notify the KO or designee when maintenance or repair or change in service of telephones is required. PA will be responsible for all costs associated with PA initiated upgrades or changes in service.

3.3.3 Custodial Services

Custodial services for office spaces, restrooms and break areas (service includes emptying waste baskets, vacuuming carpets and dusting) will be provided by the Government. The PA shall perform the daily clean up of all warehouse and storage areas.

3.3.4 Refuse Collection

The Government will provide refuse collection from assigned exterior dumpsters. The PA shall transport refuse from warehouse and storage areas to the assigned exterior dumpsters. The PA shall contact the KO or designee if the dumpsters are full or if rodent infestation is observed. The PA shall keep the areas around the dumpsters clean. The PA shall not dispose of hazardous materiel in these containers.

3.3.5 Local Area Network (LAN) Capabilities

The Government will furnish the PA with access to the existing LAN. The PA shall be responsible for connectivity of equipment to the existing access point and shall attempt to resolve connectivity problems prior to notifying the KO or designee. The PA shall notify the KO or designee when maintenance, repair, (after the PA has attempted to resolve the problem) or change in service is required. PA personnel shall not relocate government-furnished access points to the LAN or in any way tamper with the LAN lines. The PA shall be responsible for all costs associated with PA-initiated upgrades, changes in services, or the addition or relocation of an access point to the LAN. The Government will furnish the PA with access to the DDC electronic mail system along with any necessary software packages. These systems shall be utilized for official business only.

3.3.6 Pest Management Services

The Government will provide internal and external pest management for all government-furnished facilities and government-owned property to include periodic inspection of facilities and appropriate abatement and control measures as required. Control measures will be taken against insects, rodents, weeds, fungi, and other animals or plants that are determined to be undesirable.

3.3.7 Environmental

The PA shall clean up, contain, and dispose of all PA-caused hazardous material spills in accordance with RAFB installation, federal, state and local laws and regulations.

The Government will provide emergency hazardous chemical spill response, control, and containment support, cleanup, and disposal including sampling and/or analysis report as required and necessary follow up for incidents beyond the PA capability. The PA shall be responsible for all costs associated with a hazardous spill(s) caused by the PA, to include spill response, spill control, containment, cleanup, disposal, sampling and laboratory analysis. The Government is responsible for all costs associated with penalties resulting from environmental degradation incurred prior to the time the PA assumed full performance of distribution services. Payment of any fines will be as directed by the applicable agency and will be the responsibility of the Government or the PA based on fault.

Spills of hazardous materials and hazardous waste and their associated clean-up/cost will be the responsibility of the PA, if caused by the PA. However, the base Hazardous Materiel

/Spill Teams will provide emergency response support and necessary follow-up for incidents beyond the PA's capabilities and responsibility (i.e., a carrier spill). The cost for equipment, labor, and supplies will be reimbursed by the PA. Training of PA personnel on proper clean-up of spills shall be the responsibility of the PA. All waste produced from a clean-up will be processed through Bldg. 359. The PA will handle, store and otherwise manage its solid wastes, including hazardous wastes in a manner consistent with host installation procedures. The PA is required to comply with all base hazardous materiel management, recycling, environmental regulations, instructions, and policies. Building 340 is established for handling chemical purges and hazardous materiel storage. Five underground holding tanks are located outside Building 340. The tanks are located and designed to support secondary containment for designated areas. The PA will identify the requirement to the Government for accomplishment. A manual log is required for measurement of liquids in the tanks. 40 CFR 280.110(b)(6) requires that any emergency spill or overflow in the underground storage system be expeditiously emptied. The Air Force maintains a local Spills Team. The PA shall provide the ALC/EM Division with all necessary information and supported requirements to obtain, maintain or renew permits covering applicable activities. The PA is responsible for all costs associated with penalties resulting from environmental degradation at the PA facilities starting from the time of PA assumption of full performance of the distribution services. The Air Force EM Division will serve as the single point of contact with all environmental regulatory agencies, including interpreting regulations, coordinating inspections and submitting reports and correspondence. The PA will immediately notify the Air Force EM Division of any actions taken by environmental regulators. Payment of any fines will be as directed by the applicable agency and will be the responsibility of the Government or the PA based on the division of responsibilities above.

3.3.8 Police And Fire Protection

The Government will provide required police and fire protection. The PA shall notify the appropriate office for emergency services and will cooperate with all police and fire programs, drills and instructions referenced in Section C-6.

3.3.9 Training

During the transition period only, and as requested by the PA, the Government will provide training on Government-provided transactional data systems. This training will involve a train the trainer approach. The Government will train no more than two PA personnel for each functional/production area of DSS and for each of the remaining transactional data systems. The Government will provide the PA with a set of documentation to support the training of its personnel. The PA shall coordinate with the KO or designee to establish a schedule for training during the transition period. Any additional training, including that provided after the transition period, will be the responsibility of the PA with the exception of training associated with major systems upgrades which will be coordinated through the KO or designee. Travel in connection with training shall be the responsibility of the PA.

The Government will provide the materials necessary for the PA to train their employees in

the following areas:

- Counterintelligence (CI) IAW DoDI 5240.6, Counterintelligence (CI) Awareness and Briefing Program.
- Operations Security (OPSEC), IAW DoDD 5205.2, DoD Operations Security Program.
- The Government will include PA employees in the Antiterrorism Training, IAW DoDD 2000.12, DoD Combating Terrorism Program. The Office of the Commander, DDWG, will make available to the PA the dates and times the Antiterrorism Training will be held.

3.3.10 Medical

The Government will make available emergency medical services on a reimbursable basis for any PA personnel requiring assistance for illness or injury occurring on the job. The PA shall submit to the KO or designee a copy of the report on each job connected injury within 15 days of the injury. This report may be made on either a PA's report form or DLA Form 1591, Mishap Report. The KO or designee will submit the required forms to the appropriate office.

3.3.11 Fuels

The Government will furnish gasoline, natural gas (CNG), or diesel fuel for operation of all equipment that is exclusively associated with the performance of the DDWG mission. The fuel will be made available through the 78th ABW, which will serve as the point of issue for fueling the equipment. The PA shall ensure all employees operate equipment in a manner to preclude waste of fuels. Fuel is available 24 hours with coded key control. Gasoline and diesel fuels for government owned vehicles/equipment are located on-base at Building 197. Mobile gas/diesel service is also available. The PA will coordinate all gasoline, diesel and CNG requirements through the KO or designee.

3.3.12 Transportation

Transportation cost of non-local shipments will be the responsibility of the Government. The PA shall act as an agent of the Government for traffic management tasks. The PA shall execute government traffic management policies and tailored transportation/logistics programs. Examples of these programs include but are not limited to WorldWide Express (WWX), the GSA Small Package Program, government tariffs and tenders for domestic surface moves and government ocean shipping contracts. The mode of shipment is determined by DSS or Air Clearance Authorities (Air Challenges). The PA shall provide transportation for local shipments, which are shipments within a 5-mile radius of DDWG.

3.3.13 Mail

The Government will provide a central, location on the installation for pick-up and drop-off of mail for the work performed under this award. Metered postage for United States Postal Service mail for official government business will also be provided.

3.3.14 Government Forms

The Government will provide to the PA a copy, for its reproduction, of any form not produced through an automated system currently utilized in performance of work under this contract. The PA shall determine replenishment requirements and requisition, through the KO or designee, sufficient forms to meet normal operations requirements. Additionally, the PA will be provided access through the LAN and current forms software to those forms that have been automated. Government forms to be provided are listed in Section C-6.

3.3.15 Government-Furnished Information

The Government will provide the PA with customer feedback, including customer satisfaction surveys specific to DDWG. This does not relieve the PA of the responsibility for developing and implementing the QA/CSP as required in Section C-1.3.

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SECTION C-4, PA-FURNISHED ITEMS AND SUPPLIES

4.1 General Information

Except for Government-furnished real property (See C-3.2.1), the PA shall be responsible for providing all plant equipment, material and supplies necessary to perform the requirements of this contract. Optional Government plant equipment and material is available for use by the PA as specified in Section C-3.2.

4.1.1 PA-Furnished Property

Except as provided for in FAR 52.245-11(c), title to PA-furnished equipment shall remain with the PA. PA-furnished equipment must meet the same safety requirements as those established for Government equipment.

4.1.2 PA-Furnished Material

The PA shall return to the Government any residual material at the termination of this contract. Material may include original GFM (See Section C-3.2.3) or similar PA-acquired materials. No inventory of the material returned to the Government will be taken.

SECTION C-5, SPECIFIC TASKS

5.1 Distribution Services And Performance Requirements

The PA shall provide the following materiel distribution functions:

- 5.2 Receiving
- 5.3 Storage
- 5.4 Issue
- 5.5 Special Functions

The PA shall meet the APL requirements as specified in this section upon completion of the transition period. The performance standards set forth in this section supercede all standards contained in DoD 4000.25-I-M and 4000-25-2-M (MILSTRAP).

During the course of contract performance, the PA is encouraged to identify potential process improvements designed to enhance performance. Proposed improvements will be subject to negotiation at the time of submission by either party and are further subject to acceptance by both parties.

5.1.1 Use of Automated Systems

DSS/SBSS are the primary data systems that generate the workload requirements of the Depot operation. Receipt processing is accomplished through DSS/SBSS. Workload requirements such as stowage, picking, packing, outloading, transportation, inventories, inspections, research and surveys are generated primarily through DSS/SBSS. In accordance with DLAM 4745.40 for DSS and USAF Supply Manual, AFMAN 23-110 for SBSS, the PA shall perform all requirements and actions necessary in the operation or use of DSS/SBSS and maintain user controlled elements of DSS/SBSS in a manner that protects the integrity of the data and provides for its efficient operation. The Government will retain maintenance responsibility of the software and operating system that make up DSS/SBSS (See Section C-3.2.4).

5.1.2 Property Accountability For Mission Stock

Except as noted in Section C-5.1.4, the PA shall maintain inventory record accuracy for stock warehoused at DDWG in accordance with Section 5.3.2, Standards. The PA shall be responsible for the custody and care of the mission stock and shall maintain all mission stock in or on the Government-furnished facilities set forth in the Technical Exhibits. At all times during the performance of this contract, title to the mission stock shall remain vested in the Government. The PA shall conduct inventories, make adjustments and perform research relating to discrepancies that occur between stock record balances and mission stock in accordance with the requirements of DoD 4000.25-2.M, Chapter 7 and as outlined in DLAD 4140.69, Inventory Adjustment Research. All causative research must be reviewed and approved by the KO or designee before the action can be closed.

5.1.3 Liability For Mission Stock

In accordance with the criteria set forth in DLAD 4140.69, Para (E)(6)a), the PA shall notify the KO or designee of an inventory loss or damage that qualifies for a Financial Liability Investigation of Property Loss (FLIPL). The PA shall notify the KO or designee of the inventory loss or damage upon the completion of the causative research and at the same time will provide a completed causative research package.

The PA shall not be liable for loss, destruction or damage to mission stock, unless such loss, destruction or damage was caused by the fault or negligence of the PA. The limit of liability per occurrence shall be \$2,500.

The PA shall indemnify the Government and hold it harmless against claims for injury to persons or damage to property of the PA or others arising from the PA's possession or use of the Government facilities, from its activities, or from its care and custody of the mission stock relating to the performance of this contract.

5.1.4 Transition/Annual And Semi-Annual Inventories

During the transition period, the PA shall schedule and jointly perform with the Government the following inventories:

<u>Mission Stock*</u>	<u>Inventory Population</u>	<u>Frequency</u>
A	All stock in storage	Annual
B	All stock in storage	Annual
C, D, E, & F	Sample	Semi-Annual
Radioactive	All stock in storage	Annual
SBSS	All stock in storage	Annual
FX	All stock in storage	Annual

*(See Section C-5.3.2 for stock categories listed under Inventory Record Accuracy Rates)

Technical Exhibit 1.1 sets forth the population for each category of mission stock inventoried and the corresponding results of the most current inventory accuracy rates. During the transition period, the population of the semi-annual inventory to be jointly performed by the PA and the Government will be generated by DSS. During the remainder of the contract, the PA shall maintain the inventory accuracy rates at those listed in Section C-5.3.2.

The PA shall be solely responsible for conducting all future annual and semi-annual inventories. The semi-annual inventory for mission stock categories C through F will be generated and issued to the PA through DSS to be conducted during the same APL

standard measurement period (See Section C-5.3.2 Scheduled Inventories). The next semi-annual inventory to be performed will be scheduled during the transition period.

5.2 Receiving

The PA shall perform the receipt of materials in accordance with the performance standards in Section C-5.2.2. The receipt of in-bound material includes: traffic management, offloading, tallying, inspecting, handling, and stowing, as well as document processing.

5.2.1 Requirements

The PA's receiving process shall result in:

- **Traffic Management** of inbound material includes the overall administration and routing of inbound carriers for the receipt of material from manufacturers, customers (including Foreign Military Sales), local sources and other depots, receiving for non-accountable material, receiving directly into a storage facility, or to customers and diversion and reconsignment of shipments. The PA shall be responsible for all detention charges incurred as a result of untimely offloading.
- **Offload** includes opening doors, removing blocking, bracing, and other material, inspecting the interior for visible damages or shortages, and unloading transportation carriers, including railcars.
- **Tally** includes items on the carrier that are checked against the freight or carrier manifest to ensure that piece count matches freight bill; containers are visually inspected for damage that is suspected to have occurred in transit; carrier is released after all overages, shortages, or damage of material are documented on the freight or carrier manifest and all discrepancies documented on SF 361.
- **Misdirected Shipments** includes receiving incoming shipments, notifying the item manager, redirecting material as required, and preparing an SF 361 or SF 364.
- **Product Receipt Evaluation** includes, but is not limited to, verification of kind, count and condition as required and acceptance of material received from vendors, other storage installations, and returned from customers; inspection of material to confirm identification, classification and conformance to specified requirements (quantities, condition code, etc); inspection of incoming containers for evidence of tampering and damage to material; product receipt research; receipt inspection IAW DSS-generated exclusion data; and, preparation of inspection and receipt reports (to include SDRs and PQDRs). Material shall be inspected and processed in accordance with DLAM 4140.2, Volume 1, Chapter 3. Checks on locations and resolution of suspended assets and checks on PQDRs still in a hold status to include processing status on these items in the G021 system and preparing AF 981s/923s as required.
- **Receipt Process Documentation** includes all processing IAW DLAM 4140.2,

Volume 1, Chapter 3, of documentation incident to the receipt function; receipt of information from transportation carriers or appropriate offices; checking, recording and extracting information from receipt documents; receiving and processing local contracts; processing, copying, filing and maintaining local contract files; and posting receipts of materiel in DSS and SBSS. The PA shall complete, record, and maintain all documentation required throughout the Receipt process. Documentation is maintained IAW MILSTRAP, Chapter 7. The PA shall document all reimbursable repackaging in accordance with the DOD Stock Readiness Program as well as DOD 4140.1-R, Volume III, Chapter 3, Section V. This includes, but is not limited to, SF 364, the Supply Discrepancy Report (SDR). The PA shall properly respond to the item manager's disposition instructions for each SDR. The PA shall identify all concealed damages that were incurred as a result of the carrier on the SF 361.

- **Stow** includes the placing of receipted materiel in the proper storage location IAW DLAM 4145.12. Some non-accountable receipts may be stowed in a temporary location and the customer notified for subsequent pick-up.

5.2.2 Standards

ACTIVITY	STANDARD	APL	MEASUREMENT UNIVERSE
Receipt Processing – New Procurement and Retail Returns	Tailgate/Turn-in to Stow and post to accountable record in less than one day average	< 1 day Average each month (MIS Data Element: 10117)	New procurement and retail return lines received per month.
Receipt Processing – Wholesale Returns and Redistributions	Tailgate/Turn-in to Stow and post to accountable record in less than three days average	< 3 days Average each month (MIS Data Element: 10817 and 11317)	Wholesale returns and redistribution lines received per month.
Receipt Processing Receipts form Maintenance	Tailgate/Turn-in to Stow and post to accountable record in less than one day average	< 1 day average each month (MIS Data Element 10417)	Receipts from maintenance processed per month
Receipt Processing Unserviceable Returns	Tailgate/Turn-in to Stow and post to accountable record in less than three day average	< 3 day avg. each month (MIS Data Element 10317)	Unserviceable Return Receipts processed per month

5.2.3 Documentation Requirements

The following table summarizes documentation requirements in facilities where receipts are processed, by various sources of receipt:

BLDG	RECEIVING SOURCES	DOCUMENTATION	ACTION (See TE 3)
#376	Carriers – Multiple Types Motor Freight	Pro/GBL/CBL/ DD1348-1a/250/1149	A B
	UPS-FEDX-ParcelPost-RPS	Tracking Sheet	A
	Local Sources	D6 DD250 AF2005, AF183, SF 364,Locally Developed Transaction Log/DD1348-1a	B B B B
	Tally Verify Freight Bill	TDR (SF 361)	A
	<u>Additional Documentation:</u>		
	On-Base:		
	Maintenance Turn-ins (& manufactured items)	D6 DD250	B B
	Retail Organization	AF2005, AF183, SF 364,Locally Developed Transaction Log/ DD 1348-1a/Local Issue Discrepant Fm	B A B A
	Off-Base:		
	New Procurement	Tracking Sheet/Packing Slip/DD250	B & C
	Field Turn-ins/Contract Repairs	DD1348-1a/250/1149	C
	RDOs	DD1348-1a/250/1149	B
	Local Procurement	Packing Slip/DD 1155	B
	VendorDirect (credit card)	Packing Slip/DD 1155	C, F & K
	Transshipments: Misdirected/Diverted/In- Transit	DD1348-1a/250/1149	7
	Non-Accountable Receipts: Local Deliveries (Mark Fors) Maps Materiel with Special Handling	DD1348-1a/250/1149	C, F & K J & H

5.2.4 Building/Site

The following table summarizes the receiving sources and special conditions per building:

BLDG	WHS	RECEIVING SOURCES	SPECIAL CONDITIONS
#376	D	<p>Various *—</p> <p>On-Base: Maintenance Turn-ins Retail Organization (Air Force)</p> <p>Off-Base: New Procurement Field Turn-ins Contract Repairs RDOs Local Purchase/Procurement</p> <p>Transshipments: Mis-directed/Diverted/In-Transit Non-Accountable Receipts: Local Deliveries (Mark Fors)</p>	<p>All types of aviation logistics materiel</p> <p>Materiel with Special Handling Instructions: HAZMAT Classified/Sensitive/Cryptographic(CCI) PMEL Pilferable Radioactive Oversized PQDR</p>
Lot #17		Redirects from #376 Maintenance Turn-ins	Flatbed bulk-materiel loads
#368A	C01	Redirects from #376	KIT Assembly/Disassembly Materiel Only
#368C-E	C03-05	Redirects from #376	Classified, Sensitive, CCI and FX2065 account materials
#641	B	Redirects from #376 Turn-Ins from Maintenance	Maintenance Turn-Ins
#140	X	Turn-Ins from Maintenance	Maintenance Turn-Ins
#158	S	Turn-Ins from Maintenance	Maintenance Turn-Ins
#340	H	Redirects from #376	Hazardous only
#351 (BOX FACTORY)	L	Redirects from #376	Lumber, Boxes and other crate making materials
#660	N	Redirects from #376	Truckloads and Large Items
Lot #75	J	Redirects from #376	Truckloads to be stored uncovered

BLDG	WHS	RECEIVING SOURCES	SPECIAL CONDITIONS
#380	G	Redirects from #376	Truckloads and Large items
Large Item Storage (LISF)	W	Redirects from #376	Crane Operations

* Hours for Receiving Freight are 0730-1330 (off-base sources)

5.3 Storage

The PA shall perform storage processes that result in materiel stored in a condition for issue, ensures prevention of damage or deterioration of materiel and result in the optimal and efficient use of storage space as detailed in DoD 4145.19-R-1 and DLAM 4145.12. The storage of hazardous and radioactive materiel shall be IAW federal, state and local regulations.

5.3.1 Requirements

The PA's storage actions shall result in:

- **Routine Care of Supplies in Storage (COSIS)** activities are performed on stored materiel IAW the DoD Stock Readiness Program guidelines and DLAR 4145.4 to include maintenance and proper storage and care of materiel in storage, rotating materiel, replacing fallen materiel and periodic visual inspections to locate visible defects, leaks and broken exterior components; and, unit pack is inspected for deterioration of the unit pack and/or marking. The PA shall repair packaging requiring minor repair using only readily available repair materials. These repairs will be documented and accomplished IAW Section C-5.5 for PPP&M. Repairs exceeding the limits of minor repair will be documented on DD Form 1225. Corrective action will be as directed by the ICP IAW Section C5.5 for PPP&M.
- **Cyclic Inspection** includes the selection and examination of samples of all shelf-life materiel in storage to determine their quality and to evaluate conformity to establish storage serviceability standards; inspection and appropriate testing for shelf-life items; and, reclassification actions directed by item managers as a result of cyclic/periodic inspection
- **Rewarehousing** includes the movement of materiel from one location to another within the installation to ensure proper storage of materiel, to replenish bin locations, and/or consolidate locations incident to the stow process. The PA shall perform normal rewarehousing incident to good storage space management practices IAW DLAM 4145.12. The PA shall develop a plan, in

conjunction with the KO or designee, to maximize reduction of infrastructure over the life of this award.

- **Intra-depot Movement** includes internal movement within the Depot or to Defense Reutilization and Marketing Offices (DRMOs) of materiel in the custodial care of the Depot; and, excludes movement of materiel, equipment and other materiel owned by consumer level organizations, hosts or tenant activities co-located with the Depot.
- **Planographs**
The PA shall maintain planographs using AutoCAD LT 98 or AutoCAD Release 14 (or later versions) software. The Government will provide the initial software and the PA shall be responsible for the upgrades of the software. Planographs are required for each individual warehouse section (open or covered). Planographs will be drawn to be proportionally accurate and will be of sufficient size to be legible. Planographs will be prepared and maintained in accordance with the DDC-T Policy letter, subject: Storage Space Management Reporting (SSMR) Instructions for Warehouse Planographs. Planographs will be updated annually or when actual warehouse layouts change. Copies of the Planographs will be made available for review upon request from the Office of the Director, DDWG.
- **Storage Space Management Reporting (SSMR)** includes accurate SSMR reporting that meets all HQ DLA policy and procedural guidance to include planographs for all covered and open storage areas in order to document and validate space used to receive, store, issue material assets to ensure an accurate accountability of the DoD storage space inventory.
- **Preservation and Packaging to Levels A & B** includes an inventory control point or customer directed action to meet preservation and packing specifications or contract requirements to Levels A & B; DSS logic-driven requirements to meet Level A & B; prepacking, preservation, remarking and repacking of items for storage that requires building wooden external containers (crating) or procuring reusable shipping containers; and lining, belting, cleaning, dipping, spraying and application of preservative and interior packaging painting and masking.

5.3.2 Physical Inventory Control

The PA shall perform physical inventory control program services that maintain integrity in mission stock asset balances as prescribed in MILSTRAP, Chapter 7. This includes the preparation for and taking of scheduled or unscheduled physical inventories or special inspections; physical counts, in-float transaction controls, research performed prior to adjustment of depot balances, adjustments as a result of those counts; conduct in-depth

research based on causative research thresholds; and, (as required) initiate and assist in financial liability investigations and documentation of findings IAW DoD 7000.14-R. For inventory and shipping discrepancies, the PA shall:

- Conduct inventory discrepancy analysis
- Perform analysis and respond to incoming SDRs
- Respond to ICP's inquiries on status of assets
- Perform reconciliation resulting from causative research and denials

Examples of DSS generated Scheduled Inventories include:

- Controlled/Classified Items
- Semi-Annual Inventory
- Retention Quantity (DRO/RCP)

Examples of Unscheduled Inventories include:

- Owner Requested
 - Resolution of Book to Book
 - Location Survey Error
 - Denials
- **Location Surveys** include actual verification between physical assets and DSS/SBSS data to ensure that all assets are properly recorded as to location and identity. The PA shall perform annual location surveys of all storage locations.

The PA shall maintain inventory accuracy for stock warehoused at DDWG IAW Section C-5.3.3

5.3.3 Standards

ACTIVITY	STANDARD	APL	MEASUREMENT UNIVERSE
Location Survey	NSN matched the locator record	99% (MIS Data Element 40107 plus sampling results.)	Locations surveyed per year.
Inventory Record Accuracy Rate			
ACTIVITY	STANDARD	APL	MEASUREMENT UNIVERSE
A -Unit Price > \$1,000	Physical Inventory matches accountable records by NSN, CC, Unit of Issue and quantity	95%	Items/Lines counted at time of TPIC P's inventory

ACTIVITY	STANDARD	APL	MEASUREMENT UNIVERSE
B -Unit of Issue not equal to each or on hand balance greater than 50 & extended balue less than \$50,000 or NSN activity greater than 50	Physical Inventory matches accountable records by NSN, CC, Unit of Issue and quantity	90%	Items/Lines counted at time of TPIC P'inventory
C -Date of Last Inventory > 24 months & on hand balance < 50	Physical Inventory matches accountable records by NSN, CC, Unit of Issue and quantity	93%	Items/Lines counted at time of TPIC P'inventory
D -Other	Physical Inventory matches accountable records by NSN, CC, Unit of Issue and quantity	95%	Items/Lines counted at time of TPIC P'inventory
Inventory -Classified and Sensitive	Physical Inventory matches accountable records by NSN, CC, Unit of Issue and quantity	100%	Items/Lines counted at time of TPIC P'inventory
Inventory -Pilferable	Physical Inventory matches accountable records by NSN, CC, Unit of Issue and quantity	100%	Items/Lines counted at time of TPIC P'inventory
G -Overall Inventory Record Accuracy Rate*	Owner balance records match the physical assets in storage in regard to item quanticy and CC	95%	Item/Lines counted at time of TPIC P'inventory

* Recognizing that individual distribution sites have unique line item profiles, the requirement to meet line item categories A-H in the above standard will take precedence over category G.

Additionally, the PA shall meet or exceed the following:

ACTIVITY	STANDARD	APL	MEASUREMENT UNIVERSE
Scheduled Inventories	Scheduled inventories (including Pre-adjustment research) are completed within 30 days (Maximum-45 days)	95%	Scheduled inventories per month.
Unscheduled Inventories	Unscheduled inventories (including Pre-adjustment research) are completed within 15 days (Maximum-	95%	Unscheduled inventories per month.

ACTIVITY	STANDARD	APL	MEASUREMENT UNIVERSE
	25 days)		
Causative Research	Investigations initiated by the Causative Research Voucher or Inventory Adjustment Voucher are completed in less than 45 days from the date the adjustment is posted (Maximum-60 days)	95%	Causative Research lines per month.
Investigation of Financial Liability	Investigation of financial liability and DD Form 200 completed within 10 days from notification	100%	All Financial Liability Investigations initiated per quarter.

5.3.4 Documentation Requirements

The following table summarizes documentation requirements by storage sources broken out by function:

FUNCTION	STORAGE SOURCES	DOCUMENTATION	ACTION (See TE 3)
COSIS	Inspections/Surveys Quality Condition Code Change Stock List Changes Mis-Identified Materiel to send to PPP&M SDR Incoming Shelf-Life - Hazardous - Classified/Sensitive /CCI - Radioactive - O-rings/Gas Masks	Locally developed transaction log DD1222 DD 1225 KSAA* Listing MRCE Listing* PE3U Listing	F, 16, 44 17 18 31 19 26
Inventories	SBSS Scheduled (Yearly) SBSS Unscheduled DSS Scheduled DSS Unscheduled Book to Book Ad Hoc Location Surveys (annual and resurvey) Suspended Assets Item Data Changes (DSS)	 PSAM01 * A103 * A103 * DLAM 1445.10	Owner Review and Update Update DSS; Bill IM

FUNCTION	STORAGE SOURCES	DOCUMENTATION	ACTION (See TE 3)
Intra-depot Movement	DRMO Rewarehousing Actions	DROs (DD1348-1a with A5A/A5J designation) Verbal	
Rewarehousing	Purge(Temp Storage) Rewarehousing Plan PPP&M	Rewarehousing Label*	18
Unit and Set Assembly/Disassembly (KITS)	Request to Build (correspondence) Order Parts Build Condition Code Changes Contract Paperwork Inventory of parts in KITS/ Disassembly of returned KITS from DRMO Parts Turn-in	AF332,AF923 Two-way memos DD 250,1149or1348-1a SDRs DD 1225 DD 1348-1a	14,24 22,23 16 17 20 26 K,N,25,27,28,41 53,58 & 92 45

*DSS Batch Reports(COSIS related reports)

5.3.5 Building/Site

The following table summarizes the primary commodities by storage site:

BLDG	WHS	COMMODITIES	SPECIAL CONDITIONS
# 385	A	Bin Storage Bulk Storage for small and medium items	Portable and Permanent Offices Radioactive Storage Cage 2 General Storage Cages Storeroom (Racks) for large Items 150" X 42" X 42" 3000 LBs max Conveyor Lines Btwn Bldgs 385 and 376 Bins & Pallet Locations Wire Guide Overhead Crane Maintenance Repair Facility
#641	B	General Small and Medium Bin Items	Administrative Offices Storage Vault Conveyor Lines Bins 44"X 95" X 44" Automated Warehouse

BLDG	WHS	COMMODITIES	SPECIAL CONDITIONS
			Wire Guide Maintenance Repair Facility
# 364	E	Equipment Mgmt Office/ Excess Equipment Boss Stock SBSS Items	Portable Offices Pallet Locations Store Room
# 380	G	Small, Medium and Bulk Storage	Hoist G-Condition Items 160" X 69" X 52" 4000 LBs max Store Rooms G01-07(A-H)/Port Off Bins, Rack & Pallet Locations
# 340	H	Hazardous Materiel (to include SBSS materiel)	Hoist Spill Containment Cold/Frozen Storage (2-FEMA Trailers) Store Rooms/Offices
Lot 75	J	Outside Storage area Large Items of unlimited Size (outsized items)	F condition items Shed 15000 LBs max Portable Office/Crane
# 368	C	Classified/Sensitive CCI KITS Assembly/Disassembly & PQDRs	26" X 26" X26" 75 LBs max Cage/Port Office/5 Offices
# 333	M	Metals	Offices Odd Issue Items
# 351	L	Box Factory/SBSS Warehouse Small and Medium Items	Bin, Pallet Locations Container Fabrication Cranes and Hoists Carousel
#B140	X	Prop Shop	Temp Storage & Packaging
# 602	R	Temp Storage; containers	Portable office; 2 offices Boxes
# 660	N	Bulk, Small Items Foam	Offices Classroom Nestainers 240" X 60" X 108" 4000 LBs max
Lot 40	P	Items to be Purged	Open Lot
Lot 21	R	Depot Reusable Containers	Empty Crates/Handling Fixtures Port Offices/Offices
#B158	S	Gyroscopes Shop	Temp Storage & Packaging
Lots 32,33	T	Primarily Wheeled Items	Open Lot
# 393, 394,395 & 396	W	Large Items	Crane Sheds Lumber Storage

BLDG	WHS	COMMODITIES	SPECIAL CONDITIONS
# 364		SBSS Retail Materiel	Retail Items

5.4 Issue

The PA shall issue the correct materiel in the correct quantity and condition code at the correct time in accordance with Section C-5.4.2, Standards.

5.4.1 Requirements

The PA shall perform issue processes including selection of stock from storage, issues from receiving, releases of materiel to transportation or direct delivery to the customer.

Materiel issue is processed from the buildings/sites identified under Storage in Section C-5.3. Workload transactions may include electronically received MROs, DROs and any communication source that is capable of containing supply data and non-automated requirements such as those contained on a DD Form 1149 for off-base shipments. Under unusual or emergency circumstances, these transactions may also be received by facsimile, telephone, or in person. The PA shall be available to respond to emergency off-line requests during non-duty and duty hours, as well as be prepared to respond to major surges in issues in support of emergency planning exercise or real-world situations. Processing of emergency requests may require: same/next day receipt by customer; special CBL or GBL processing; and, deliveries to a carrier's facility for transportation.

Issue actions shall result in:

- **Stock Selection** includes the physical handling and movement of materiel from point of storage, issues from receiving to and within the preservation, packing, shipping or assembly/disassembly areas; preparation of shipment units; and, unitization and palletization.
- **Denial Research** includes all efforts to locate materiel after initial issue efforts result in complete or partial shortage of the quantity required to fill a Materiel Release Order (MRO), Disposal Release Order (DRO), or Redistribution Order (RDO); research results in minimizing number of denial actions; document processing in connection with partial and total quantity denial actions. The PA shall perform denial research if requisitioned stock is not available in the quantity required to satisfy the customer requisition.
- **Packing** and packaging shall be accomplished to minimum military specifications and customer requirements and updates to DSS. Requirements above Level C are addressed in Section C-5.5, Special Functions for Preservation, Packaging, Packing & Marking.
- **Traffic Management** (Outbound Planning and Billing) shall be accomplished IAW the Defense Transportation Regulation (DTR) and Military Standard

Transportation and Movement Procedure (MILSTAMP) supporting shipment in-transit visibility and Government handling. The PA will use existing Government transportation contracts, tariffs, tenders and agreements; the Government will pay the billing outside the contract. The Pa will act as an agent of the US Government for the purpose of handling shipments outside CONUS to facilitate foreign customs and will be authorized to prepare Government Bills of Lading (GBLs). Traffic management tasks shall result in efficient, economical on-time delivery of requisitioned materiel to customers. Traffic management tasks, include, but not limited to:

- • Plan Shipping Loads
- • Schedule Shipping
- • Complete all required documentation and data entry functions to include GBLs, CBLs, manifests and all other forms of transportation documentation
- • Maintain a Carrier Performance Program
- • Validate carrier invoices
- • Manage Astray Freight process and participate in the Joint Military Astray Freight Program
- • Divert, reconsign and expedite frustrated shipments
- • Manage the Air Challenge Program
- • Provide transportation cost estimates for external customers
- • Respond to customer and DDC/DDWG inquiries on individual shipments as well as to DDC/DDWG inquiries on transportation cumulative data and trends
- • Input to Commercial Transportation Tracking System
- • Perform manual allocation of materiel for priority walk-throughs.

The PA will be responsible for all detention and demurrage charges due to scheduling errors and for all fines levied for errors in hazardous shipment communications or documentation required for hazardous shipments. The PA shall provide traffic management for all issue transactions as requested and also provide traffic management support for other Government activities located on the RAFB installation.

- **Shipping** includes required shipping for all off-base issued transactions; loading materiel to ensure damage-free shipments; handling of RCP sales and transfers as MROs and disposals as DROs; handling astray freight; handling of materiel within the packing area; stabilizing materiel on or within the transportation vehicle; and, closing transportation vehicles and applying seals.
- **Local Deliveries** include pickup and delivery support for approximately 1000 local sites as identified by the Air Force for both DSS and SBSS managed items. (Note, the PA is responsible to locate and retrieve mobile trailers and trays.

- **Issue Process Documentation** includes all processing of documentation incident to the issue of materiel and maintaining customer log.

5.4.2 Standards

ACTIVITY	STANDARD	APL	MEASUREMENT UNIVERSE
Warehouse Fill Rate	The right quantity, condition and item is located to fill the MRO and CC	≥ 99.2% (100 minus the MIS Data Element: 26330)	MROs per month.
Issue Processing (MRO/DRO Receipt of MRO/DRO at Depot to Ship)			
A –MRO High-Priorities, Wholesale/Retail	Receipt of MRO at Depot to ship in less than one day average	≤ 1 day Average each month (MIS Data Element: 21467)	High priority lines issued per month.
B – MRO Routines, Wholesale/Retail	Receipt of MRO at Depot to ship in less than one day average	≤ 1 day Average each month (MIS Data Element: 21475)	Routine line items issued per month.
C –MRO RCP Sales Customers	Receipt of MRO at Depot to ship in less than 4.5 days average	4.5 day Average each month	Lines issued for RCP sales customers per month.
D –DROs	Receipt of DRO at Depot to ship in less than 21 days average	≤ 21 days Average each month (MIS Data Element: 22007)	DROs shipped per month.
Open Release Orders	All open/overaged MROs/RDOs/DROs must be shipped within 30 days (Maximum 60 days)	99%	Open MROs/RDOs/and DROs per month.
Issue Materiel	Materiel shipped is the	99.2%	SDRs as % of MRO/RDO

ACTIVITY	STANDARD	APL	MEASUREMENT UNIVERSE
	correct item, quantity and CC and is shipped to the right customer	(MIS Data Element: 92300.)	shipped
SDR Research and Resolution	All SDR research must be completed within 45 days of receipt of SDR and respond to customer in same time frame	95%	SDR\$ received per month.

Note that for Air Force On-base Issues and Returns from Maintenance, one daily pickup of maintenance turn-ins (D6s) from high volume maintenance areas will be provided; two daily pick-ups will be made at Bldg 645; low volume areas will be supported by call-in to the Depot's focal point for expediting delivery/pickup activity; high priority work stoppage requirements will also be handled on a call-in basis; local issues will be delivered between the hours 0730-1130, the day after they are ordered, Monday through Friday; local issues ordered on Friday will be delivered on Saturday to any area staffed and on the following Monday for all other areas; and, the listing of buildings to be delivered to and picked up from is contained in Technical Exhibit 5. Locate and retrieve mobile trailers/trays (equipment colocated and shared between AF/DDWG) for use in local movement of materiel between buildings and areas.

5.4.3 Documentation Requirements

The following tables summarize documentation requirements in support of functions for issues, shipments and traffic management planning and billing:

Documentation Requirements for Issues:

FUNCTION	ITEMS	DOCUMENTATION	ACTION (See TE 3)
Issues	Multiple Types – <u>Additional Documentation</u> On-Base(Local) Induct to Test Lab Induct to Maintenance Induct to Customer Issue from Receiving Short Fuse/Walk-Thru Surge Off-Base: RCP MICAP/Walk Thru Issues from Receiving	DD1348-1a; PCN/Labels DD1222, MSI Fax Request Surge Form Fax Request MSL Labels	10,11, 12 & 29 19 13 & 14 15 13 & 14 13 & 14

FUNCTION	ITEMS	DOCUMENTATION	ACTION (See TE 3)
	Local DRO <u>Material with Special Handling Instruction:</u> Hazardous Classified/Sensitive /CCI DEMIL Pilferable Radioactive	DoD4160.21-M/MSL Labels AF981, DD1907 & Hand Receipt CC Tag Style C83R SF120,361,364,368 & 1608 Hand Receipt	22,35 & 19 22, 32, 33, 34 & 35 26 & 27 35

Note Issue is referred to as Picks in DSS; receipt is referred to as putaways or stows and mission refers to materiel being shipped off-base.

Documentation Requirements for Shipping

SHIPMENT	TYPE	DOCUMENTATION	ACTION (See TE 3)
Parcel	Air/Surface Parcel	DLAM 4140.2 DLAM 4145.2 DLAM 4145.7 DLAD 4145.12 DLAI 4145.12 DSS Note 1,4	30, 40, 51, 52, 53, 54, 56, 57, 73, 98
Freight (small)	Dedicated Truck Note 3	Note 1,4	30, 40, 50, 51, 53, 54, 64, 67, 74, 75, 98 Note 3
Freight (Small)	Air OCONUS Note 2	Note 1,4	30, 40, 50, 51, 53, 54, 64, 67, 74, 75, 98
Freight (Small)	Air CONUS Note 2	Note 1,4	30, 40, 50, 51, 53, 54, 64, 67, 73,98
Freight (Small)	Surface CONUS Note 2	Note 1,4	30, 40, 50, 51, 53, 54, 64, 67, 73, 98
Freight (Small)	Air Parcel Note 2	Note 1,4	30, 40, 50, 51, 53, 54, 56, ,73, 98

SHIPMENT	TYPE	DOCUMENTATION	ACTION (See TE 3)
Freight (Bulk)	AirOCONUS/Air CONUS/Surface CONUS/Surface OCONUS Note 2	Note 1,4	30, 40, 50, 51, 53, 54, 56, 57, 64, 67, 74, 75, 96
Freight (Bulk)	Surface CONUS/FMS	Note 1,4	40, 50,51, 53, 54, 56, 57, 64, 67, 72, 74, 75,
Local	Close Pack Transfers DRO ClosePack		10,11, 12 & 29

Note 1: This documentation is used for all processes. If any additional documentation is referenced, it will be listed in appropriate block.

Note 2: Some TCN's are GBL, some are manifest. Manifest for each carrier is printed in late afternoon. Some Air carriers print their own manifests.

Note 3: Dedicated Truck close door process may not be accomplished the same day.

Note 4: Classified Materiel can be of this type

Documentation Requirements for Traffic Management Planning

FUNCTION	TYPE	DOCUMENTATION	ACTION (See TE 3)
Walk -Thru's		DD Form 1149, AF923 Note 1 DSS	11, 13, 14, 55, 92 Note 2
Exceptions	Missing Address Missing CRIF Manual Allocation Missing Exception Data Transship in Process	Error messages received while processing in DSS	68, 69, 79, 80, 81, 82, 87, 92
Challenges	CA Dispatch Reports Suspended MRO Reports	DSS Programs B33B and B3FA	88, 89, 96, 97, 98
Re-moding	All types of change to planned mode.	DSS Change/Re-Mode messages	86, 89, 96, 97, 98
Shipment Planning	Freight Availability - Truck load VLOs Classified Outsize/overweight	DD Form 1085 MTMC GBLs VLOs	46, 47, 72, 94 47,64 40, 48,65,67 89

FUNCTION	TYPE	DOCUMENTATION	ACTION (See TE 3)
	Less than Truck load	DD Form 1907	72 & 89
	Pallets >10 Pieces for DODAACs		71
	Freight Terminal (Manual Allocation)		94
	Signature Tally Classified	DD Form 1907 DLAR 5200.12 GBL	65

Note 1: Information from DD Form 1149 is input as required into DSS to produce IRRD and Pick Number.

Note 2: Requisitions are received from Item Managers, Supply Centers or MICAP Control, checked for correctness, required information is input into DSS, Pick Number or an IRRD is generated.

Documentation Requirements for Traffic Management Billing -

FUNCTION	TYPE	DOCUMENTATION	ACTION (See TE 3)
Billing*	Produce GBLs	DSS	37, 38, 42, 88, 89
	Verification	EDI (Electronic Data Interchange)	49
	Classified Shipments	Certified Express Carrier System	34, 35, 37, 38, 40, 42, 49, 93
	Re-Rate CBL Incorrect/Disputed		86, 95
	FMS (Prepaid Bill)	CBL	86
	Review Freight Docs	GBL,CBL,VLO,DD Form 1907	86, 88 & 89

* DSS for research, verification and reconciliation

5.4.4 Building/Site

The following table represents the existing facilities utilized for packing and shipping functions. The PA may use other buildings within the facilities provided by the Government as requirements warrant. Heavy bulk materials are normally packed and

shipped from storage locations.

BUILDING	WHS	SHIPPING SOURCES	SPECIAL CONDITIONS
Bldg 376	D	Bldg 376 Bldg 641 Materiel processed on site	Parcel Small Freight Bulk Freight Multi-Piece HAZMAT Out sized FMS Split Picks
Bldg 641	B	Only Non FMS Parcel/small freight shipments are processed	Parcel Small Freight Multi-Piece
Bldg 368	C		

5.5 Special Functions

5.5.1 Preservation, Packaging, Packing and Marking (PPP&M)

The PA shall provide preservation, packaging, packing and marking (PPP&M) activities for bare items and incorrectly or inadequately packaged items for materiel/equipment received. The PA shall accomplish PPP&M in accordance with military standards as specified in this section; expedite, handle, dispose and refurbish containers IAW the Container Reclamation Program, DLAD 4145.12 and ensure documentation is complete and retained as appropriate (i.e., customer work orders and cost estimates).

5.5.1.1 Requirements

PPP&M actions shall result in:

- **Preservation and Packaging to Levels A & B** includes an inventory control point or customer directed action to meet preservation and packaging specifications or contract requirements to Levels A & B; prepacking, preservation, remarking and repacking of items for storage that requires building wooden external containers (crating) or procuring reusable shipping containers; and, lining, belting, cleaning, dipping, spraying and application of preservation and interior packaging painting and masking.
- **Preservation and Packaging of Returns and Other Receipts** includes wrapping, coating, sealing, building wooden boxes and procuring reusable containers as required before placing materiel in a storage location. Applies to new procurements and materiels returned from customers and Depot maintenance.

- **Container Fabrication** includes assembly and manufacture of fiberboard containers (i.e., single, double or triple wall), wooden boxes, crates and other shipping containers (excluding reusable shipping containers for commercial level packing); all blocking and bracing devices incident to shipping materiel; and, construction of prototype containers, skids, crates, etc. for materiel/equipment when packaging data is not available.

5.5.1.2 Documentation Requirements

Documentation for PPP&M

Regulations, Manuals, Directives, Handbooks or Instructions	Documents, Records, Logs	Applicable Military Specifications and/or Standards
International Air Transport Association Dangerous Goods Regulation (IATA) Title 49, Code of Federal Regulations, Parts 100-199 International Maritime Dangerous Goods Code (IMDG) DLAR 4145.1 DLAR 4145.7 DLAM 4145.2 AFJMAN 24-204/ DLAI 4145.3 DLAD 4145.12 DLAD 4145.41 DLAH 4145.1 DLAI 4145.12	Special Packaging Instructions DD 1348-1a DD 1149 DLA 1759 DLA 161,163 (DLAI 4145.12) Items packed for shipment log Reclaimed container reports	ASTM 1974 ASTM D5168 ASTM D6039/D6039M MIL-HDBK-263 MIL-HDBK-773 MIL-HDBK-774 MIL-STD-129N MIL-STD-1686-A MIL-STD-2073-1C MIL-B-117 MIL-B-121 MIL-B-131 MIL-B-26195 MIL-B-81705 MIL-C-104 MIL-C-3774 MIL-C-9897 MIL-D-3464 MIL-D-6054 MIL-D-6055 MIL-E-6060 PPP-B-601 PPP-B-621 PPP-B-1055 PPP-B-1672 PPP-C-1797

Documentation Requirements for Container Fabrication -

Regulations, Manuals, Directives, Handbooks or Instructions	Documents, Records, Logs	Applicable Military Specifications and/or Standards
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Regulations, Manuals, Directives, Handbooks or Instructions	Documents, Records, Logs	Applicable Military Specifications and/or Standards
DLAR 4145.1 DLAR 4145.4 DLAR 4145.7 DLAM 4145.2 DLAM 4145.7 DLAD 4145.12 DLAH 4145.1 DLAI 4145.12	Special Packaging Instructions DD 1348-1a DD 1149 DLA 161 DLA 163 DLA 1759 Items packed log Reclaimed container report	A-A-59135 A-A-59136 MIL-HDBK-774 MIL-STD-107 MIL-STD-129 MIL-STD-2073-1C MIL-C-104 MIL-C-3774 MIL-C-9897 MIL-B-26195 MIL-S-21041 MIL-PRF-26514 MMM-A-250 MMM-A-1617 PPP-B-601 PPP-B-621 PPP-B-1055 ASTM D6039/6039M ASTM D5168 MIL-B-1672

Documentation Requirements for Container Reclamation -

Regulations, Manuals, Directives, Handbooks or Instructions	Documents, Records, Logs	Applicable Military Specifications and/or Standards
DLAD 4145.12 DLAI 4145.12	Container inventories Reports/Records of reclaimed container reissue	ASTM D6039/D6039M ASTM D5168 MIL-HDBK-774 MIL-STD-129N MIL-C-104 MIL-C-3774 MIL-C-4150 MIL-C-9897 MIL-B-1642 MIL-B-26195 MIL-D-6054,6055 PPP-B-601 PPP-B-621

5.5.1.3 Building/Site

Building/Sites for PPP&M -

BUILDING	WHS	COMMODITIES	SPECIAL CONDITIONS
#376 Receiving side	D	All types materiels or equipment	Bare items, improper packaging, maintenance turn-ins, ESD, Hazardous, FMS
#376 Transportation side	D	All types materiels or equipment	Hazardous, FMS, ESD, consolidations, Sensitive, Large Outsized Items
#641	B	Aircraft electronic components	ESD sensitive, FMS, Bare items, maintenance turn-ins
#368 Classified	C	Electronic Warfare components	Secure area, maintenance turn-ins, special tracking & accountability, Bare items, ESD, FMS
#368 KIT unit	C	KITS	Customized packaging & KIT breakdown
#140	X	C-130 Prop components	Maintenance turn-ins, Bare items, FMS
#158	S	Gyroscopes	Maintenance turn-ins, Bare items, ESD, FMS
#351 & 606	L	Oversized materiel/equipment	Maintenance turn-ins, Bare items, container fabrication, container repair, packaging supplies, FMS, Hazardous

5.5.2 FX Manual Account Materiel Management

The PA shall provide support for the management and handling of the Air Force FX'' manual account. This account is not managed in DSS or SBSS. FX 2065 stock record account number (SRAN) has the specific purpose of controlling assets by serial number and NSN to satisfy Quick Reaction Capability (QRC) and special Electronic Warfare (EW) repair/operational support requirements and to provide storage and disposition of QRC/EW equipment. The manual account tracks assets by serial numbers, stock numbers and/or part numbers. Shipping documents (DD 1348-1a) with a 02 priority are processed and materiel readied for customer pick up or delivery within two (2) hours of receipt of the MRO. The two-hour processing time is in support of local customers and all other processing falls under the less-than-one-day standard.

Functions include receipt, segregated storage, inventory, issue, and maintaining asset accountability by tracking assets (approximately 2,500 NSNs by location record) currently using a DOS-based personal computer program. This system provides for stock numbers and locations, but does not account for activity or quantity. Quantity is currently maintained through manual logs and files.

There is nothing to prevent the PA from implementing an inventory accounting system to manage this account. Segregated storage of these items does not necessarily mean a stand-alone warehouse as much as not commingling these assets with other accounts, such as DSS or SBSS, although the classified assets shall be stored in a secure place.

5.5.3 Equipment Management

The PA shall provide pick-up, delivery and temporary storage of custodial items for the Air Force. Custodial items include office furniture and equipment. The PA shall maintain related documentation including copies of hand receipts for the items.

Equipment Management actions shall result in:

- FE 2067 Materiel identification in SBSS for daily pickup from receiving areas; physical pick-up of the materiel; and, delivery of materiel to the proper item manager/custodian.
- AF Form 2005 Materiel Turn-ins review and coordination for the schedule pick-up of materiel; inspection and check of materiel for necessary tags and markings; obtaining necessary documentation to accompany materiel for delivery storage location; and, accounting for the materiel in SBSS IAW disposition instructions.

5.5.4 Unit & Set Assembly/Disassembly (KITS)

The PA shall provide KITS support to the Air Force. This includes the buildup or breakdown of materiel into or from a unit or set based on a customer request and specification.

5.5.4.1 Requirements

Unit & Set Assembly/Disassembly shall result in activity to build up or breakdown KITS for storage or issue; completion of documentation and posting to the accountable record as appropriate; ensure materiel is packaged IAW MIL-STD 2073-1C and marked IAW MIL-STD 129N; and, identification of costs for an assembly/disassembly provided to the requestor. It also includes the upgrade and downgrade of KITS in storage due to removal/addition of parts by direction of the Product/IM and parts ordering/stock-in. Shelf life items contained in kits shall have sufficient amount of shelf life remaining for its intended purpose. The PA shall comply with the Shelf-Life Policies in DoD 4140.27-M.

5.5.4.2 Standards

ACTIVITY	STANDARD	APL	MEASUREMENT UNIVERSE
KIT Assembly	KITS contain all required materiel and KITS are packaged, packed and marked properly	99%	KITS completed per quarter

5.5.4.3 Documentation Requirements

FUNCTION	STORAGE SOURCES	DOCUMENTATION	ACTION (See TE 3)
Unit and Set Assembly/Disassembly (KITS)	Request to Build (correspondence) Order Parts Build Condition Code Changes Contract Paperwork Inventory of parts in KITS/ Disassembly of returned KITS from DRMO Parts Turn-in	AF332,AF923 Two-way memos DD 250,1149or1348-1a SDRs KSAA Listing* MRCE Listing* PE3U Listing* DD 1225 DD 1348-1a	14,24 22,23 16 17 20 26 K,N,25,27,28,41 53,58 & 92 45

5.5.5 Depack Support

The PA shall unpack/uncrate items being issued into the host Air Force Maintenance Depot. Items are identified by a split address (depack and customer locations) in block 3 of the IRRD (DD 1348-1a). Exceptions to depack requirements include ESD sensitive items and those items or SPIs identified by a listing supplied by the 78th ABW/LGTP.

Depack actions shall result in validation of tags with the paperwork (quantity, NSN, etc.); removal of items from containers; storage of containers IAW the Container Reclamation Program; delivery of bare items to the AF designated maintenance area; and, compliance with technical orders and special packaging instructions for handling, storing and transporting of bare items.

Note, classified items are depacked IAW the required 100% bare item inspection by NSN, serial number, count and condition upon issue. Hand receipts track each custody point in

the movement of this materiel. Materiels issued to DRMO with reusable containers are depacked and the containers inducted into the Container Reclamation Program.

5.5.6 Special Inspections/COSIS/Recycle Control Program (RCP) Support/Rewarehousing and Intra-depot Movement

- **Special Inspections/COSIS**

The PA shall perform special inspections/COSIS resulting from a Safety of Use Message, and Aviation Safety Action Message, a Safety of Flight Message, PQDR, or a special request from the item manager. Special inspections include, but are not limited to, minor testing (checking for magnetism), attaining bare item markings, segregating items per contract number, checking item quantity, ensuring all components are included in a unit pack, verifying with the managing Inventory Control Points (ICPs), the shelf-life code, or FMS-identified items where the last repair/manufacture date was found to be 48 months and older. Special inspection requests usually arrive via telephone, facsimile or e-mail. For any requested special inspections/COSIS requests received directly by the PA, the PA shall prepare and submit a proposal to the KO or designee within 10 workdays for action.

- **Recycle Control Program (RCP) Support**

Materiel transferred to DRMS under the RCP may require making materiel available for inspection and photographing for periods up to 24 hours and making materiel available for customer pickup. DRMS will provide the PA with a list of NSN and DTID of items to be photographed/inspected in advance. This includes removing property from storage, placing in a staging area, unpacking and repacking as required and returning materiel to the storage location when required. The PA shall designate a point of contact to respond to queries from either DRMS or the local DRMO liaison. Donations will be picked up from the depot by the gaining activity. The local DRMO liaison will coordinate donations with the PA point of contact. Service is to be provided on an 'as requested' basis, but no more than once a week at times mutually agreed between the PA and DRMS.

- **Rewarehousing and Intra-depot Support**

All rewarehousing and intra-depot work for the convenience of the government will be reviewed and approved by the KO or his designee. Only emergent work, in order to save loss to the government, will be accomplished by the PA prior to approval.

5.5.7 Conferences

The PA shall attend DDC and DLA sponsored conferences as directed by the KO or designee. The PA shall be responsible for any cost incurred as a result of its attendance at these conferences which is in excess of that allowed under FAR 311.205-46 and the appropriate regulations cited therein. There are approximately 10 conferences per year.

5.5.8 Reports

The PA shall create and distribute periodic reports necessary for the Government to administer contract performance and to manage and interface with other Government activities or agencies. These reports include, but may not be limited to, those that are specifically cited in this performance-based work statement and required by the provisions of a directives/publications listed in Section C-6. During the transition period, the PA and the KO or designee shall develop a report schedule that will identify an acceptable form for each report, the frequency and the required distribution list.

6.0 SECTION C-6, APPLICABLE DIRECTIVES, PUBLICATIONS, INSTRUCTIONS, REPORTS AND FORMS

6.1 Publications and Forms

Publications, which apply, are listed in paragraph 6.1.4. This table indicates whether publications are mandatory or advisory. The PA is obligated to follow those publications coded as mandatory. The PA will be guided by those publications or use those forms coded advisory to the extent necessary to accomplish requirements in this PWS. Publications/Directives are available on CD ROM which are updated quarterly. Forms are attainable at <http://www.dasc.dla.mil/pubs>.

6.1.2 Supplements and Amendments

The Government shall provide follow-on requirements to the PA when changes occur. Supplements or amendments to listed publications from any organization level may be issued during the life of the award. Any adjustments will be done in accordance with the Changes Clause FAR 52.243.1.

6.1.3 Government's Rights to PA's Operating Logs and Forms

The Government shall have unlimited rights to use, duplicate, or disclose PA's operating logs and forms, in whole or in part, in any manner, for purposes associated with execution of this contract. The purpose of this statement is to minimize disruptions in service and preserve historical data in the event the PA is changed. This does not pertain to publications that the PA considers as proprietary. Records maintained by the PA remain the property of the United States Government and will be retained in accordance with disposition instructions.

6.1.4 Directives

The following documents are identified to assist in understanding how DLA currently performs the distribution mission. Commercial practices will be considered where the performance requirements are determined to equal or exceed the requirements of these documents, as DLA is interested in obtaining the same or higher level of service using commercial practices.

Directive/ Publication Number	Title	Date	Mandatory/ Advisory (M or A)
AMCL/8A	Procedures for Physical Inventory Control; approved MIL-STRAP	Nov 94	M
AFMAN 23-110	USAF Supply Manual	Jul 98	M
ASTM D 3951-98	Std Practice for Commercial Packaging		M
AFJMAN 23-215	Reporting of Items & Packaging Discrepancies		M
AFJMAN 24-204/ DLAI 4145.3	Preparing Hazardous/Materiel for Military Air Shipments		M
AFTO-00-20B-5	HAZMAT Pharmacy Guidelines	Feb 68	M
AFTO-20	Caution & Inspection Record		A
AFI 32-7086	Hazardous Materiel Management	Aug 97	M
AFI 40-201	Management of Radioactive Materiels in the USAF		A
AFPD 40-2	Control of Radioactive Materiel		A
AFTO-00-11-N-2	Radioactive Waste Disposal		M
CFR Title 29	Safety		M
CFR Title 40	Hazardous Waste		M
CFR Title 49	Transportation, parts 100-180		M
DDCM 6055.20	Radiation Safety Program		M
DLAR 2110.1	Transportation and Traffic Mgmt Transportation of FMS Sales	Sep 78	M
DLAR 3005.4	DoD Use of Domestic Civil	Apr 80	A

Directive/ Publication Number	Title	Date	Mandatory/ Advisory (M or A)
	Transportation under Emergency Conditions		
DLAD and DLAI 4000.4	DLA Activity Address Data in the Department of Defense Address Directory or Code (DoDAAD)(DoDAAC) and the DoD Activity Address File (DoDAAF)	Dec 97	M
DLAD 4100.5	DLA Fire & Emergency Service Program	Oct 95	M
DLAH 4130.1	Standard Automated Materiel Management System (SAMMS)-DICS/Tables/Codes/Format, Vol II, Part I	Apr 97	A
DLAM 4140.2 VOL II, Part 1 & 3 and Vol III	Supply Operations Manual, Defense Supply Center, Supply Operating Procedures	Apr 98	A
DLAH 4140.3	DLA Remote Automated Inventory Management System Handbook (AIMS)	Oct 97	A
DLAH 4140.4	Customer Depot Complaint System (CDCS) Handbook	Apr 96	A
DLAD 4140.38	DLA Weapon Systems Support Program	Jan 97	M
DLAI 4140.38	DLA Weapon Systems Support Program	Aug 95	M
DLAR 4140.48	Storage of Military Service-Owned Retail Stocks in the DLA Materiel Distribution System	Dec 81	M
DLAR 4140.55	Reporting of Item and Packaging Discrepancies	Dec 91	M

Directive/ Publication Number	Title	Date	Mandatory/ Advisory (M or A)
DLAR 4140.59	The Unit of Issue in Materiel Management	Aug 81	M
DLAR 4140.60	Processing Discrepancy Reports Against FMS Shipments	Dec 91	A
DLAI 4140.68	DLA Price Challenge and Price Verification Programs	Nov 94	M
DLAH 4145.1	Instructional Guide for Basic Military Preservation and Packaging	Jun 90	M
DLAR 4145.1	DLA Policy, Relationships and Concepts of Depot Operations (Distribution)	Oct 86	M
DLAM 4145.2	Packaging of Materiel Vol I, Preservation	Aug 82	M
DLAM 4145.2	Packing of Material Vol II, Packaging	Jun 77	M
DLAM 4145.3	Preparing Hazardous Materials For Military Air Shipments	Mar 97	A
DLAR 4145.4	HDQ DLA Interim Guidance on Care of Supplies in Storage (COSIS) Inspection, Reporting, and Readiness	Jul 82	M
DLAH 4145.6	Hazardous Materials Storage and Handling Handbook	Jul 98	A
DLAM 4145.6	Logistics Packaging Management	Aug 88	A
DLAM 4145.7	Preparation of Freight for Airlift Transportation	Jun 91	A
DLAR 4145.7	Packaging of Materiel Radioactive Commodities in the	Feb 91	M

Directive/ Publication Number	Title	Date	Mandatory/ Advisory (M or A)
DLAM 4145.8	DoD Supply System	Apr 85	M
DLAR 4145.11	Safeguarding of DLA Sensitive Inventory Items, Controlled Substances, and Pilferable Items of Supply	Apr 94	A
DLAD 4145.12	The DLA Packaging Program	Aug 94	A
DLAM 4145.12	Joint Service Manual for Storage & Materiel Handling	Apr 94	A
DLAR 4145.21	Preparation of Medical Materiel Requiring Freeze or Chill Environment for Shipment	Apr 90	M
DLAR 4145.23	Radioactive Materials in the DLA Supply System	Aug 91	M
DLAR 4145.25	Storage and Handling of Compressed Gases and Liquids in Cylinders	Jan 90	M
DLAD 4145.41	Packaging of Hazardous Materiel	Jul 96	M
DLAM 4151.1	DLA Mission Materiel Management Manual	Apr 92	M
DLAR 4151.15	Management of System 463L Pallets, Nets, and Tie-Down Equipment	Mar 88	A
DLAR 4155.3	Inspection of Subsistence Supplies And Services	Nov 86	M
DLAM 4155.8	Quality Assurance Program Manual for DLA Depots	Aug 87	M
DLAD 4155.21	DLA Metrology and Calibration Program	May 94	A

Directive/ Publication Number	Title	Date	Mandatory/ Advisory (M or A)
DLAR 4155.24	Product Quality Deficiency Report Program	Jul 93	M
DLAR 4155.37	Materiel Quality Control Storage Stds	Feb 93	M
DLAR 4160.7	Precious Metals Recovery Program (PMRP)	Jun 84	M
DLAD 4160.9	DLA Retail Supply and Property Accountability	Aug 96	M
DLAD 4170.1	DLA Energy Resource Management Program	Oct 94	M
DLAD 4210.4	Hazardous Material Pollution Prevention	Oct 94	M
DLAM 4215.1	Management of Defense-Owned Industrial Plant Equipment (IPE)	Nov 73	A
DLAR4235.2	Clothing and Textiles Requirements Data	Jul 75	M
DLAR 4410.1	Uniform Materiel Movement and Issue Priority System (UMMIPS)	Jan 81	M
DLAR 4500.3	Defense Traffic Management Regulation	Jul 86	M
DLAI 4500.	Traffic Management Instruction	Aug 94	M
DLAR 4500.12	Uniform Settlement of Military Freight Loss and Damage Claims	Jan 88	M
DLAD 4500.14	Transportation and Traffic Management	Aug 95	M
DLAR 4500.15	Reporting of Transportation Discrepancies in Shipments Transportation and Traffic Management, Transportation of	Aug 92	M

Directive/ Publication Number	Title	Date	Mandatory/ Advisory (M or A)
DLAR 4500.31	Foreign Military Sales and Grant Aid Materiel	Aug 91	M
DLAD & I 4500.36	Management, Acquisition , and Use of DLA Operating Equipment	Mar 97	M
DLAR 4510.8	CONUS Military Installation Materiel Outloading and Receiving Capability Report	Aug 83	A
	Freight Description and Suffixes		
DLAH 4540.1	Permits for Oversize, Overweight, or Other Special Military Movements on Public Highways in the United States	Jun 72	A
DLAR 4540.8		Jan 79	M
DLAR 4540.9	Department of Defense (DoD) Common User Airlift Transportation	Aug 82	M
DLAD 4650.1	Management and Use of the Radio Frequency Spectrum	Jan 96	M
DLAR 4710.1	Management of Automated Data Processing /Telecommunications (ADP/T) Resource Acquisition	Sep 92	M
DLAR 4710.9	Archeological and Historic Resources Management	Oct 89	M
DLAM 4715.1	SAMMS Manual of Operating Procedures For the Contracting Subsystem, Vol I, Parts 1&2	Jan 98	M
DLAD 4730.3	DLA Automated Data Processing/ Telecommunication (ADP/T) Configuration Management Program DLA Remote Users Handbook Vol 1 SAMMSTEL	Mar 96	M

Directive/ Publication Number	Title	Date	Mandatory/ Advisory (M or A)
DLAH 4745.2	Standard Automated Materiel Management System (SAMMS) Manual	Jan 98	A
DLAM 4745.2		Apr 98	A
DLAM 4745.4	DBMS ADP Documentation Manual Vol I APCAPS ADP Specifications	Oct 95	A
DLAH 4745.8	Contractor Inventory Redistribution System (CIRS) Users Guide, Vol I, Part 1	Feb 87	A
DLAM 4745.10	ADP Base Operations Support System (BOSS)	Aug 90	A
DLAM 4745.40	Distribution Standard System (DSS)	May 98	A
DLAM 4745.46	Standard Automated Materiel Management System (SAMMS)- Cataloging Tools On-Line Manual (Vols II, V, VI, VII)	Oct 97	A
DLAD 5015.1	DLA Records Management Program	Nov 97	A
DLAI 5015.1	Files Maintenance and Disposition	Nov 97	A
DLAI 5025.1	Defense Logistics Agency Index of Publications	Apr 98	A
DLAM 5025.1	Publications and Forms Distribution Manual	Nov 81	A
DLAM 5105.1	Department of Defense Supply Management Reference Book	Jan 85	A
	DLA Information Security Program		

Directive/ Publication Number	Title	Date	Mandatory/ Advisory (M or A)
DLAR 5200.12	DLA Operations Security (OPSEC) Program	Jun 87	M
DLAI 5200.13	Security Requirements for Automated Information and Telecommunications Systems	Sep 96	M
DLAR 5200.17	Space Management and Reporting	Jun 93	M
DLAR 5305.2	Official Mail	Oct 86	M
DLAR 5325.1	DLA Mail Management Program	Aug 83	A
DLAM 5325.1	DLA Freedom of Information Act Program	Jul 83	M
DLAR 5400.14	Physical Security Program	Mar 92	M
DLAI 5710.1	Safety and Occupational Health Directive	Aug 94	M
DLAD 6055.1	Radiation Safety Program	Jul 96	M
DLAR 6055.4	Reporting and Return of Excess Materiel to the DLA Distribution System	Jun 93	M
DLAR 7000.4	Accountability and Responsibility For Government Property in the Possession of the Defense Logistics Agency	Oct 78	M
DLAR 7500.1	DoD Explosives Hazard Classification Procedures	Aug 93	M
3.2.4.1.9 Management Information System (MIS)	Entering and Processing Customer Complaints in Center Depot Complaints System	Sep 82	M
MIS receives transactional data records from DSS and other depot operating systems and converts	Guaranteed Traffic Rules Publications	Mar 96	M

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these records into usable workload and performance data. It also uses tables with MIS to establish type receipt/issue and to provide Work Center counts to DBMS. It gathers counts in support of discrete pricing and unit cost. Special features are:	Military Standard Requisitioning and Issue Procedures (MILSTRIP)	May 97	A
	Military Standard Transaction Reporting and Accounting Procedures (MILSTRAP)	Jul 92	M
	Military Assistance Program Address Directory System (MAPAD)	Jul 95	M
<ul style="list-style-type: none"> On-line access to yesterday's workload and performance data Status reviews Edits with capability to correct MIS errors Audit capability (DDC and DSDC authorized) Manual count input Historical data for two years available on-line 	Federal Logistics Information Sys (FLIS)	Jul 97	M
	DoD Materiel Management Regulation	May 98	A
	Shelf-Life Item Management Manual	Sep 97	A
	Defense Materiel Disposition Manual	Aug 97	A
	Defense Demilitarization Manual	Oct 91	A
	Defense Transportation Regulation, Part II, Cargo Movement	Aug 98	A
The PA shall be responsible for complying with the DSS-MIS Procedures Guidance, which includes:	Military Std Transportation and Movement Procedures (MILSTAMP)	Mar 87	M
<ul style="list-style-type: none"> Monitoring MIS data transmissions Reviewing error count Correcting MIS 	Management, Acquisition and Use of Motor Vehicles		
	DoD Guide to Marking Classified Documents	Mar 94	M
	DoD Information Security	Apr 97	M

Directive/ Publication Number	Title	Date	Mandatory/ Advisory (M or A)
errors	Program Regulation		
• Viewing Work Center information	DoD Personnel Security Program Regulation Joint Ethics Regulation	Jan 87	M
• Viewing Automated Work Counts (AWC)	National Industrial Security Program Operating Manual (NISPOM)	Mar 96	M
DLA Desk Guide/ MGTRP 50	Counterintelligence (CI) Awareness and Briefing Program		M
D-95-08-DD	Industrial Hygiene and Occupational Health		M
DoD 4000.25-1-M	Occupational Radiation Protection Program	Jan 89	M
DoD 4000.25-2-M	DoD Financial Management Policy & Procedures	Mar 89	A
DoD 4000.25-8-M	DoD Combating Terrorism Program	Nov 92	M
DoD 4100.39-M	DoD Operations Security Program		M
DoD 4140.1-R	International Civil Agency Organization /International Air Transport Assn		M
DoD 4140.27-M	International Maritime Dangerous Goods Code	Each Jan	M
DoD 4160.21-M	Packaging Materiel, Sheet	Each Jan	M
DoD 4160.21-M-1	Cushioning Materiel, Packaging, Closed Cell, Foam Plank		M
DoD 4500.9-R	Standard Practice for Methods of Closing, Sealing and Reinforcing		M

Directive/ Publication Number	Title	Date	Mandatory/ Advisory (M or A)
	Fibreboard Shipping Containers		
DoD 4500.32-R	Standard Practice for Fabrication and Closure of Triple Wall Corrugated Fibreboard Containers		M
DoD 4500.36-R	Crates, Wood, Open and Covered		M
DoD 5200.1-PH	Electrostatic Discharge Control HdBk		M
DoD 5200.1-R	Blocking, Bracing & Skidding of Industrial Plant Equipment for Shipment & Storage		M
DoD 5200.2-R	Electrostatic Discharge Protective Packaging		M
DoD 5200.22-M	Palletized Unit Loads		M
DoDI 5240.6	Sampling Procedures and Tables for Inspection by Attributes		M
DoDI 6055.5	Preparation and Handling of Industrial Plant Equipment for Shipment & Storage		M
DoDI 6055.8	Marking for Shipment and Storage		M
DoD 7000.14-R	Electrostatic Discharge Control Program	Oct 96	M
DoDD 2000.12	DoD Standard Practices for Military Packaging		M
DoDD 5205.2	Bags, Sleeves, Tubing	Oct 96	M
	Barrier Materiel, Grease Proof,		M

Directive/ Publication Number	Title	Date	Mandatory/ Advisory (M or A)
ICAO/IATA	Water Proof, Flexible		
IMDG	Barrier Materiel, Water Vapor Proof, Grease Proof, Flexible, Heat Sealible		M
A-A-59135	Barrier Materiel, Water Proof, Flexible		
A-A-59136	Boxes, Shipping, Reusable with Cushing		M
ASTM D1974	Boxes, Wood Cleated, Skidded, Load Bearing Base		M
ASTM D5168	Barrier Materials, Flexible, Electrostatic Protective, Heat Sealible		M
ASTM D6039/ D6039M	Crates, Wood: Lumber and Plywood, Sheathed, Nailed & Bolted		M
MIL-HDBK-263	Crates, Wood, Open		M
MIL-HDBK-701	Crates, Slotted Angle, Steel or Aluminum		M
MIL-HDBK-701	Desiccants, Activated, Bagged, Packaging Use and Static Dehumidification		M
MIL-HDBK-773	Drum, Metal, Shipping & Storage		M
MIL-HDBK 774	Drum, Metal, Reusable, Shipping & Storage		M
MIL-STD 105E	Envelope, Packaging, Water Vapor Proof, Flexible		M
MIL-STD-107	Polyurethane Foam, Rigid or Flexible		M

Directive/ Publication Number	Title	Date	Mandatory/ Advisory (M or A)
MIL-STD 129N	Slotted Metal Framing, Angles & Panels		M
MIL-STD 1686A	Adhesive, Water Resistant (For Closure of Fiberboard Boxes)		M
MIL-STD 2073-1C	Adhesive, Robber Base, General Purpose		M
	Boxes, Wood, Cleated Plywood		M
MIL-B-117	Boxes, Wood, Nailed & Lock Corner		M
MIL-B-121	Cushioning Materiel, Resilient, Low Density, Unicellular, Polypropylene Foam		M
MIL-B-131	Master Material License 42-23539-01AF		M
MIL-B-1055	Material License 37-30062-01 (DDC)		M
MIL-B-1672	Reusable Container Alternative Level A Procedures		M
MIL-B-26195	Hazardous Materials		M
	RCP Material Handler Guide (DRMS Pub)		M
MIL-B-81705	Guaranteed Traffic Rules Publication		M
MIL-C-104	Storage, Issue and Shipment of Film, Paper and Chemicals	Mar 95	A
MIL-C-3774	Quality Control of Fuels and Lubricants		A
MIL-C-9897			

Directive/ Publication Number	Title	Date	Mandatory/ Advisory (M or A)
	Lithium Battery Handling and Disposal Procedures		M
MIL-D-3464	Gas Cylinder Use, Handling and Management		M
MIL-D-6054	Quality Control of Chemicals		M
MIL-D-6055			M
MIL-E-6060			M
MIL-PRF-26514			
MIL-S-21041			
MMM-A-250			
MMM-A-1617			
PPP-B-601			
PPP-B-621			
PPP-C-1797			
USNRC			
NRC			
NAVIP Cod 071			

Directive/ Publication Number	Title	Date	Mandatory/ Advisory (M or A)
OSHA 29			
D-95-08-DD			
D-95-17-DD			
T.O. 10J-14-5			
T.O. 42B-1-1			
T.O. 35F-13-8-1			
T.O. 42B-5-1-2			
T.O. 42C-1-12			

TECHNICAL EXHIBITS

- **Technical Exhibit 1.1 –Workload**
- **Technical Exhibit 1.2 - Workload Projections**
- **Technical Exhibit 1.3 DDWG MIS Data**
- **Technical Exhibit 2.1 - Government Furnished Facilities**
- **Technical Exhibit 2.2 –Government Furnished Property**
 - 2.2A - Accountable Property Listing**
 - 2.2B - MHE/MMHS Vehicles and Equipment Listing**
 - 2.2C - Other Equipment Listing**
 - 2.2D - Office Equipment Listing**
 - 2.2E - Packaging and Packing Materials Listing**
 - 2.2F - Distribution Tags and Labels Listing**
 - 2.2G Government Furnished Property Under Warranty Listing**
- **Technical Exhibit 3 - Documentation and Action Matrix for Section C-5**
- **Technical Exhibit 4 –Information Systems Interface Requirements**
- **Technical Exhibit 5 - Air Force Customer Daily Pickup/Delivery Points Listing**
- **Listing**